

The Right to Earn a Living Act



**Report by the Joint Government Operations
Committee of the 110th General Assembly**



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GOVERNMENT OPERATIONS**

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December 20, 2017

In order to comply with Chapter 1053 of the 2016 Public Acts, the Government Operations Committees of the House and Senate have compiled the following report. The committee reviewed entry regulations from 17 state regulatory boards that cover 82 different jobs/professions.

The Department of Commerce submitted the information to the Committee prior to December 31, 2016 as required by TCA § 4-5-502 (a)(1). The term "Licensing Authority" as defined by Chapter 1053 of the 2016 Public Acts, only applies to the 17 state regulatory boards included in this report. Health Related Boards located in Title 63 were excluded from the Act. Other professions that are regulated in this state are not included in this report because the license, certificate, registration or permit is not issued by a board, commission, council or committee in the executive branch of government.

The purpose of Chapter 1053 of the 2016 Public Acts was to examine and help identify burdensome and excessive regulations "to ensure the right of all individuals to pursue legitimate entrepreneurial and professional opportunities to the limits of their talent and ambition; to provide the means for the vindication of this right; and to ensure that regulations of entry into businesses, professions, and occupations are demonstrably necessary and narrowly tailored to legitimate health, safety, and welfare objectives."

The Committee was tasked to examine rules that have been promulgated and policies or practices that have been adopted. The following report attempts to break down each license, certificate, registration or permit by the fee requirement, qualifications/educational requirement, age requirement, exam requirement, continuing education requirement, insurance requirement, bond requirement, and fingerprinting/background check requirement.

As Chairmen, we would like to submit to the Committee that the overwhelming majority of the rules and policies examined are in place due to legislation being passed by the General Assembly. Some of the entry regulations that may seem most outrageous are only being regulated by the board due to a requirement in law passed by the General Assembly.

Chairman Mike Bell
Senate Government Operations Committee

Chairman Jeremy Faison
House Government Operations Committee

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2. Engineer Intern
3. Engineer
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5. Registered Interior Designer

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State of Tennessee

PUBLIC CHAPTER NO. 1053

SENATE BILL NO. 2469

By Green, Johnson, Roberts, Bell, Gresham, Stevens, Beavers, Bowling, Crowe, Dickerson, Niceley, Norris

Substituted for: House Bill No. 2201

By Daniel, Reedy, Sanderson, Zachary, Jerry Sexton, Terry, Hazlewood, Holt, Hardaway, Lynn

AN ACT to amend Tennessee Code Annotated, Title 4; Title 7; Title 38; Title 62; Title 63 and Title 67, relative to businesses, professions, and occupations.

WHEREAS, the right of individuals to pursue a chosen business or profession, free from arbitrary or excessive government interference, is a fundamental civil right; and

WHEREAS, the freedom to earn an honest living traditionally has provided the surest means for economic mobility; and

WHEREAS, in recent years, many regulations of entry into businesses and professions have exceeded legitimate public purposes and have had the effect of arbitrarily limiting entry and reducing competition; and

WHEREAS, the burden of excessive regulation is borne most heavily by individuals outside the economic mainstream, for whom opportunities for economic advancement are curtailed; and

WHEREAS, it is in the public interest to ensure the right of all individuals to pursue legitimate entrepreneurial and professional opportunities to the limits of their talent and ambition; to provide the means for the vindication of this right; and to ensure that regulations of entry into businesses, professions, and occupations are demonstrably necessary and narrowly tailored to legitimate health, safety, and welfare objectives; now, therefore,

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. This act shall be known and may be cited as the "Right to Earn a Living Act".

SECTION 2. Tennessee Code Annotated, Title 4, Chapter 5, is amended by adding the following language as a new part:

4-5-501. As used in this part:

(1) "Entry regulation" means:

(A) Any rule promulgated by a licensing authority for the purpose of regulating an occupational or professional group, including, but not limited to, any rule prescribing qualifications or requirements for a person's entry into, or continued participation in, any business, trade, profession, or occupation in this state; or

(B) Any policy or practice of a licensing authority that is established, adopted, or implemented by a licensing authority for the purpose of regulating an occupational or professional group, including, but not limited to, any policy or practice relating to the qualifications or requirements of a person's entry into, or continued participation in, any business, trade, profession, or occupation in this state; and

(2) "Licensing authority" means any state regulatory board, commission, council, or committee in the executive branch of state government established by statute or rule that issues any license, certificate, registration, certification, permit, or other similar document for the purpose of entry into, or regulation of, any occupational or professional group. "Licensing authority" does not include any state regulatory board, commission, council, or committee that regulates a person under title 63 or title 68, chapter 11 or 140.

4-5-502.

(a)(1) No later than December 31, 2016, each licensing authority shall submit a copy of all existing or pending entry regulations pertaining to the licensing authority and an aggregate list of such entry regulations to the chairs of the government operations committees of the senate and house of representatives. The committees shall conduct a study of such entry regulations and may, at the committees' discretion, conduct a hearing regarding the entry regulations submitted by any licensing authority. The committees shall issue a joint report regarding the committees' findings and recommendations to the general assembly no later than January 1, 2018.

(2) After January 1, 2018, each licensing authority shall, prior to the next occurring hearing regarding the licensing authority held pursuant to § 4-29-104, submit to the chairs of the government operations committees of the senate and house of representatives a copy of any entry regulation promulgated by or relating to the licensing authority after the date of the submission pursuant to subdivision (a)(1). The appropriate subcommittees of the government operations committees shall consider the licensing authority's submission as part of the governmental entity review process and shall take any action relative to subsections (b)-(d) as a joint evaluation committee. Prior to each subsequent hearing held pursuant to § 4-29-104, the licensing authority shall submit any entry regulation promulgated or adopted after the submission for the previous hearing.

(3) In addition to the process established in subdivisions (a)(1) and (2), the chairs of the government operations committees of the senate and house of representatives may request that a licensing authority present specific entry regulations for the committees' review pursuant to this section at any meeting of the committees.

(4) Notwithstanding this subsection (a), the governor or the commissioner of any department created pursuant to title 4, chapter 3, relative to a licensing authority attached to the commissioner's department, may request the

chairs of the government operations committees of the senate and house of representatives to review, at the committees' discretion, specific entry regulations pursuant to this section.

(b) During a review of entry regulations pursuant to this section, the government operations committees shall consider whether:

(1) The entry regulations are required by state or federal law;

(2) The entry regulations are necessary to protect the public health, safety, or welfare;

(3) The purpose or effect of the entry regulations is to unnecessarily inhibit competition or arbitrarily deny entry into a business, trade, profession, or occupation;

(4) The intended purpose of the entry regulations could be accomplished by less restrictive or burdensome means; and

(5) The entry regulations are outside of the scope of the licensing authority's statutory authority to promulgate or adopt entry regulations.

(c) The government operations committees may express the committees' disapproval of an entry regulation promulgated or adopted by the licensing authority by voting to request that the licensing authority amend or repeal the entry regulation promulgated or adopted by the licensing authority if the committees determine during a review that the entry regulation:

(1) Is not required by state or federal law; and

(2)(A) Is unnecessary to protect the public health, safety, or welfare;

(B) Is for the purpose or has the effect of unnecessarily inhibiting competition;

(C) Arbitrarily denies entry into a business, trade, profession, or occupation;

(D) With respect to its intended purpose, could be accomplished by less restrictive or burdensome means, including, but not limited to, certification, registration, bonding or insurance, inspections, or an action under the Tennessee Consumer Protection Act of 1977, compiled in title 47, chapter 18, part 1; or

(E) Is outside of the scope of the licensing authority's statutory authority to promulgate or adopt entry regulations.

(d)(1) Notice of the disapproval of an entry regulation promulgated or adopted by a licensing authority shall be posted by the secretary of state, to the administrative register on the secretary of state's web site, as soon as possible after the committee meeting in which such action was taken.

(2) If a licensing authority fails to initiate compliance with any recommendation of the government operations committees issued pursuant to subsection (c) within ninety (90) days of the issuance of the recommendation, or fails to comply with the request within a reasonable period of time, the

committees may vote to request the general assembly to suspend any or all of such licensing authority's rulemaking authority for any reasonable period of time or with respect to any particular subject matter, by legislative enactment.

(e) Except as provided in subdivision (a)(2), for the purposes of reviewing any entry regulation of a licensing authority and making final recommendations under this section, the government operations committees may meet jointly or separately and, at the discretion of the chair of either committee, may form subcommittees for such purposes.

SECTION 3. This act shall take effect upon becoming a law, the public welfare requiring it.

Board of Examiners for Architects and Engineers

Education, exam, age and renewal requirements are required by TCA Title 62 Chapter 2.

This board issues five (5) types of certificates of registration:

1. Architect

- Application Fee: \$30 fee.
- Biennial registration fee: \$140.
- Architect by comity:
 - Application fee: \$55.
 - Biennial registration fee: \$140.
- Renewal fee is \$140 every two (2) years.
- TCA § 62-2-501 states that in addition to the successful completion of examination acceptable to the board, the following shall be considered as minimum evidence satisfactory to the board that an applicant is qualified for registration as an architect:
 - An applicant who is a graduate of a school of architecture where the professional degree curriculum has been accredited and who has completed three (3) years of practical experience in architectural work satisfactory to the board, of which not more than (1) year of architectural practical training and school may be concurrent; or
 - An applicant who is a graduate of a nonaccredited architectural curriculum, of not less than four (4) years in a curriculum approved by the board, and five (5) years of practical experience in architectural practical training satisfactory to the board, of which not more than one (1) year of architectural work and school may be concurrent;
 - An applicant who is a graduate of an architecture-related curriculum, of not less than four (4) years in a curriculum approved by the board, and seven (7) years of practical experience in architectural practical training satisfactory to the board, of which not more than one (1) year of architectural work and school may be concurrent.
- Rule 0120-01-.11 further clarifies the requirements with accredited programs and nonaccredited programs:
 - For purposes of evaluating the education and experience of applicants for examination and registration as an architect, the Board will utilize the "Table of Equivalents" contained in Appendix "A" to Circular of Information No. 1, published in July 1983 by the National Council of Architectural Registration Boards (NCARB), except to the extent that such document conflicts with any applicable statute.
 - Accredited architecture programs. An architecture program which was accredited by the National Architectural Accrediting Board (NAAB) at

the time of graduation, or graduation was not more than two (2) academic years prior to accreditation, may be approved by the Board as being satisfactory. For purposes of this paragraph, a state-supported school of architecture approved by the Tennessee Higher Education Commission is deemed to have an accredited degree curriculum.

- Non-accredited architecture programs.
 - For purposes of T.C.A. §§ 62-2-501(2) and 62-2-502(b), an architectural curriculum of four (4) years or more which is a non-NAAB accredited program shall be referred at the applicant's expense to a person or entity approved by the Board and qualified to evaluate equivalency to an NAAB accredited program for evaluation and recommendation. If the curriculum for the degree at the time of the applicant's graduation is equivalent to NAAB accreditation requirements, the application shall be reviewed in accordance with the requirements for applicants holding architecture degrees from institutions which do not have NAAB accredited architecture programs in consideration of the factors outlined below.
 - In reviewing a non-accredited architectural curriculum, the Board may approve either an architectural curriculum of not less than four (4) years offered by a school of architecture as part of an architectural curriculum toward a NAAB accredited degree or its equivalent.
 - In reviewing applicants holding degrees from non-accredited architecture programs, whether obtained in the United States or otherwise, which are substantially equivalent to degrees from NAAB accredited programs, the Board may consider the following factors:
 1. Evidence of having obtained the statutory minimum acceptable practical experience in architectural work, and
 2. At least five (5) references from individuals having knowledge of the applicant's technical competence as an architect.
- For purposes of T.C.A. § 62-2-501(3), an approved "architecture-related curriculum" is an architectural engineering or architectural engineering technology curriculum accredited by the Accreditation Board for Engineering and Technology (ABET).
- (5) Effective December 1, 1984, an applicant for the required examination for registration as an architect must have completed the Intern-Architect Development Program (IDP) of the NCARB prior to registration.

- An applicant for registration by comity shall submit proof acceptable to the board of having obtained the practical experience in architectural work required by T.C.A. §§ 62-2-501 and 62-2-502.
- In general, “practical experience in architectural work” consists of architectural experience which is supervised by a registered architect and meets the requirements of T.C.A. § 62-2-503. Architecture teaching with full-time faculty status in a college or university offering an approved architectural curriculum of four (4) years or more may be considered, at the discretion of the Board, as practical experience in architectural work.
- The Board shall review applicants meeting the above requirements for determination of eligibility for either the Architect Registration Examination prepared by NCARB or for registration by comity.
- There is an exam requirement as stated above required by TCA § 62-2-504. Rule 0120-01-.15 states that the applicant must pass the examination prepared and administered by the National Council of Architectural Registration Boards (NCARB).
- There is no age requirement.
- Continuing education requirement:
 - A registrant seeking biennial renewal for the first time after initial registration shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twelve (12) professional development hours (PDH's) the two (2) years immediately following initial registration and immediately preceding application for renewal. At least seven (7) of the PDH's claimed shall address health, safety and welfare issues and technical competency.
 - A registrant seeking biennial renewal for each two (2)-year period thereafter shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twenty four (24) PDH's the two (2) years immediately preceding application for renewal (carryover hours, not exceeding twelve (12) hours, from the preceding renewal period may be included). At least thirteen (13) of the PDH's claimed shall address health, safety and welfare issues and technical competency.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- Rule 0120-01-.25 establishes a procedure where a certificate holder may apply for retirement or inactive status:
 - Retirement Status.
 - (a) A registered certificate holder (over age 62) may place the registrant's certificate, if in good standing, in retirement status

during the biennial license renewal cycle by filing a form designated by the Board. No fee shall be required. Such registrant shall renew the registrant's certificate by so notifying the Board.

- (b) A registrant holding a retired certificate may refer to oneself as an engineer, architect, or landscape architect, including on correspondence and business cards, provided that the word "retired" is used in conjunction with the title. However, a holder of a retired certificate may not engage in or offer to engage in the practice of engineering, architecture or landscape architecture as defined by T.C.A. § 62-2-102. Practice or offer to practice in violation of this subparagraph shall be considered to be misconduct and may subject the registrant to disciplinary action by the Board.
- (c) A registrant holding a retired certificate may not engage in any activity constituting the practice or offer to practice of engineering, architecture or landscape architecture in the State of Tennessee without first notifying the Board, in writing, as to a change to "active" status, satisfying the continuing education requirements of rule 0120-05-.08(d), and paying the biennial registration renewal fee.
- Inactive Status.
 - (a) A registrant may place the registrant's certificate, if in good standing, in inactive status during the biennial license renewal cycle by filing a form designated by the Board. No fee shall be required to establish inactive status. The registrant with an inactive certificate is still required to pay the biennial registration renewal fee.

2. Engineer Intern

- Application fee: \$15.
- Education Requirements:
 - A graduate in a curriculum of four (4) years or more leading to a baccalaureate degree in engineering and approved by the board as of satisfactory standing or who is a prospective graduate in good standing in the senior year in such a curriculum, and who passes an examination prepared by the National Council of Examiners for Engineering and Surveying involving the fundamentals of engineering; provided, that the applicant is of good character and repute.
- There is an exam requirement as stated above required by TCA § 62-2-402. Rule 0120-01-.14 states that the applicant must pass the examination prepared and

administered by the National Council of Examiners for Engineering and Surveying (NCEES).

- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.

3. Engineer

- Application fee: \$30.
- Biennial registration fee: \$140
- Engineer by comity:
 - Application fee: \$55
 - Biennial registration fee: \$140
- Renewal fee is \$140 every two (2) years.
- TCA § 62-2-405 states that the following shall be considered as minimum evidence satisfactory to the board that the applicant is qualified for registration as an engineer:
 - Graduation from Approved Engineering Curriculum, Experience and Examination. A graduate of an engineering curriculum of four (4) years or more, approved by the board as being of satisfactory standing, and with a specific record of four (4) years or more of progressive experience on engineering projects of a grade and character that indicates to the board that the applicant may be competent to practice engineering, and who has obtained certification as an engineer intern, shall be admitted to an examination prepared by the National Council of Examiners for Engineering and Surveying in the principles and practice of engineering. Upon passing the examination, the applicant shall be granted a certificate of registration to practice engineering in this state; provided, that the applicant is otherwise qualified; or
 - Long Established Practice. A graduate of an approved engineering curriculum of four (4) years or more, with a specific record of twelve (12) years or more of progressive experience on engineering projects of a grade and character that indicates to the board that the applicant may be competent to practice engineering shall be admitted to an examination prepared by the National Council of Examiners for Engineering and Surveying, in the principles and practice of engineering. Upon passing the examination, the applicant shall be granted a certificate of registration to practice engineering in this state; provided, that the applicant is otherwise qualified.
- Rule 0120-01-.10 further clarifies the requirements with accredited programs and nonaccredited programs:

- Accredited engineering programs. An engineering curriculum of four (4) years or more which was accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET) (or its predecessor) at the time of graduation, or graduation was not more than two (2) academic years prior to accreditation, may be approved by the Board as being satisfactory.
- Nonaccredited engineering programs. An engineering curriculum of four (4) years or more which is a non-ABET accredited program shall be referred at the applicant's expense to a person or entity approved by the Board and qualified to evaluate equivalency to an ABET accredited engineering program for evaluation and recommendation. If the curriculum for the degree at the time of the applicant's graduation is substantially equivalent to ABET accreditation requirements, the application shall be reviewed in accordance with the requirements for applicants holding engineering degrees from institutions which do not have ABET accredited engineering programs in consideration of the factors outlined below.
- In reviewing applicants holding degrees from nonaccredited engineering programs, whether obtained in the United States or otherwise, which are substantially equivalent to degrees from ABET accredited programs, the Board may consider the following factors:
 - Evidence of having obtained the statutory minimum acceptable progressive professional experience of a grade and character which indicates to the Board that the applicant may be competent to practice engineering; and
 - At least five (5) references from individuals having knowledge of the applicant's technical competence as an engineer on projects of a grade and character which indicates to the Board that the applicant may be competent to practice engineering.
- There is an exam requirement as stated above required by TCA § 62-2-405. Rule 0120-01-.14 states that the applicant must pass the examination prepared and administered by the National Council of Examiners for Engineering and Surveying (NCEES).
- There is no age requirement.
- Continuing education requirement:
 - A registrant seeking biennial renewal for the first time after initial registration shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twelve (12) professional development hours (PDH's) the two (2) years immediately following initial registration and immediately preceding application for renewal.

At least seven (7) of the PDH's claimed shall address health, safety and welfare issues and technical competency.

- A registrant seeking biennial renewal for each two (2)-year period thereafter shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twenty four (24) PDH's the two (2) years immediately preceding application for renewal (carryover hours, not exceeding twelve (12) hours, from the preceding renewal period may be included). At least thirteen (13) of the PDH's claimed shall address health, safety and welfare issues and technical competency.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- Rule 0120-01-.25 establishes a procedure where a certificate holder may apply for retirement or inactive status:
 - Retirement Status.
 - (a) A registered certificate holder (over age 62) may place the registrant's certificate, if in good standing, in retirement status during the biennial license renewal cycle by filing a form designated by the Board. No fee shall be required. Such registrant shall renew the registrant's certificate by so notifying the Board.
 - (b) A registrant holding a retired certificate may refer to oneself as an engineer, architect, or landscape architect, including on correspondence and business cards, provided that the word "retired" is used in conjunction with the title. However, a holder of a retired certificate may not engage in or offer to engage in the practice of engineering, architecture or landscape architecture as defined by T.C.A. § 62-2-102. Practice or offer to practice in violation of this subparagraph shall be considered to be misconduct and may subject the registrant to disciplinary action by the Board.
 - (c) A registrant holding a retired certificate may not engage in any activity constituting the practice or offer to practice of engineering, architecture or landscape architecture in the State of Tennessee without first notifying the Board, in writing, as to a change to "active" status, satisfying the continuing education requirements of rule 0120-05-.08(d), and paying the biennial registration renewal fee.
 - Inactive Status.
 - (a) A registrant may place the registrant's certificate, if in good standing, in inactive status during the biennial license renewal

cycle by filing a form designated by the Board. No fee shall be required to establish inactive status. The registrant with an inactive certificate is still required to pay the biennial registration renewal fee.

4. Landscape Architect

- Application Fee: \$30 fee.
- Biennial registration fee: \$140
- Landscape Architect by comity:
 - Application fee: \$55
 - Biennial registration fee: \$140
- Renewal fee is \$140 every two (2) years.
- TCA Title 62 Chapter 2 Part 8 establishes the educational requirements for a registered landscape architect
 - 62-2-801. In addition to the successful completion of examination acceptable to the board, the following shall be considered as minimum evidence satisfactory to the board that an applicant is qualified for registration as a landscape architect: an applicant who is a graduate of a school of landscape architecture where the professional degree curriculum has been accredited and who has completed three (3) years of practical experience in landscape architectural work satisfactory to the board, of which no more than one (1) year of landscape architectural practical training and school may be concurrent.
 - 62-2-802. An accredited degree in landscape architecture shall be one that was accredited by the Landscape Architectural Accreditation Board (L.A.A.B.) at the time of graduation, or graduation was not more than two (2) academic years prior to accreditation.
 - 62-2-803.
 - For the purpose of evaluating “practical experience in landscape architectural work,” the board may utilize criteria and standards published by the Council of Landscape Architectural Registration Boards (C.L.A.R.B.).
However, every applicant shall have not less than two (2) years of practical experience in an office of a practicing registered landscape architect.
To receive credit for practical training time, an applicant must be employed by the same employer for a period of no less than four (4) consecutive calendar months. The work month is considered to be one hundred forty (140) hours.
 - Experience acquired while employed by a registered landscape architect practicing as an individual will be credited as practical

training only when acquired under the supervision of the practicing landscape architect in the course of the regular practice. Practice as a principal after proper landscape architectural registration by other jurisdictions may be accepted by the board as fulfilling the required experience in the office of a registered practicing landscape architect. Experience acquired while employed by a partnership or corporation engaging in the practice of landscape architecture will be credited as practical training only when acquired under the supervision of the partner or partners or the officer or officers who shall be the registered landscape architect or registered landscape architects exercising professional and supervisory control over the particular landscape architectural services rendered by the partnership or corporation.

- Practical experience as approved by the board and obtained while working in the United States government, public or private service agencies covering the field of education, research, and in the service of such agencies as redevelopment authorities, Peace Corps, VISTA, HUD, other United States government and armed forces agencies, multiplied by a factor of seventy-five hundredths (.75) may be considered as “practical experience” in landscape architectural work.
 - Notwithstanding any provision in this section, the board may refuse to credit as practical training experience acquired while employed by an individual or by any type of organization having any interest in any project or building prejudicial to or in conflict with the individual's or organization's professional interest therein.
- There is an exam requirement as stated above. TCA § 62-2-804 states that the written examination may be the current landscape architecture registration examination prepared by the Council of Landscape Architectural Registration Boards (CLARB). Rule 0120-01-.16 clarifies that the examination will be prepared by the CLARB.
 - There is no age requirement.
 - Continuing education requirement:
 - A registrant seeking biennial renewal for the first time after initial registration shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twelve (12) professional development hours (PDH's) the two (2) years immediately following initial registration and immediately preceding application for renewal.

At least seven (7) of the PDH's claimed shall address health, safety and welfare issues and technical competency.

- A registrant seeking biennial renewal for each two (2)-year period thereafter shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twenty four (24) PDH's the two (2) years immediately preceding application for renewal (carryover hours, not exceeding twelve (12) hours, from the preceding renewal period may be included). At least thirteen (13) of the PDH's claimed shall address health, safety and welfare issues and technical competency.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- Rule 0120-01-.25 establishes a procedure where a certificate holder may apply for retirement or inactive status:
 - Retirement Status.
 - (a) A registered certificate holder (over age 62) may place the registrant's certificate, if in good standing, in retirement status during the biennial license renewal cycle by filing a form designated by the Board. No fee shall be required. Such registrant shall renew the registrant's certificate by so notifying the Board.
 - (b) A registrant holding a retired certificate may refer to oneself as an engineer, architect, or landscape architect, including on correspondence and business cards, provided that the word "retired" is used in conjunction with the title. However, a holder of a retired certificate may not engage in or offer to engage in the practice of engineering, architecture or landscape architecture as defined by T.C.A. § 62-2-102. Practice or offer to practice in violation of this subparagraph shall be considered to be misconduct and may subject the registrant to disciplinary action by the Board.
 - (c) A registrant holding a retired certificate may not engage in any activity constituting the practice or offer to practice of engineering, architecture or landscape architecture in the State of Tennessee without first notifying the Board, in writing, as to a change to "active" status, satisfying the continuing education requirements of rule 0120-05-.08(d), and paying the biennial registration renewal fee.
 - Inactive Status.
 - (a) A registrant may place the registrant's certificate, if in good standing, in inactive status during the biennial license renewal

cycle by filing a form designated by the Board. No fee shall be required to establish inactive status. The registrant with an inactive certificate is still required to pay the biennial registration renewal fee.

5. Registered Interior Designer

- Application Fee: \$55 fee.
- Biennial registration fee: \$140
- Renewal fee is \$140 every two (2) years.
- TCA § 62-2-904 states that the applicant shall provide substantial evidence to the board that the applicant has passed the examination required by this part; and:
 - (A) Is a graduate of a five-year interior design program from an accredited institution and has completed at least one (1) year of diversified interior design experience;
 - (B) Is a graduate of a four-year interior design program from an accredited institution and has completed at least two (2) years of diversified interior design experience;
 - (C) Is a graduate of a three-year interior design program from an accredited institution and has completed three (3) years of diversified interior design experience; or
 - (D) Is a graduate of a two-year interior design program from an accredited institution and has completed four (4) years of diversified interior design experience; and
 - All interior design programs must be accredited by the Foundation for Interior Design Education Research or a program determined by the board to be substantially equivalent to such a program; or an interior design program must be offered by an institution located in this state on April 16, 1991, and the institution is accredited by the Southern Association of Colleges and Schools or licensed by the Tennessee higher education commission.
- Rule 0120-04-.05 further clarifies the experience requirements:
 - For purposes of T.C.A. § 62-2-904(a), and this rule, “diversified interior design experience” shall mean that the applicant has been engaged in three (3) or more of the following activities of enhancing the function and quality of interior space:
 - Analysis of a client’s needs, goals, and life safety requirements for the interior space of a structure;
 - Integration of findings with knowledge of interior design;
 - Formulation of preliminary design concepts that are appropriate, functional and aesthetic;

- Development and presentation of final design recommendations through presentation media;
 - Preparation of working drawings and specifications for non-load bearing interior construction, materials, finishes, space planning, furnishings, fixtures and equipment;
 - Collaboration with professional services of other licensed practitioners in the technical areas of mechanical, electrical and load-bearing design required for regulatory approval;
 - Preparation and administration of bids and contract documents as the client's agent; and
 - Review and evaluation of design solutions during implementation and upon completion.
- An applicant shall have worked at least one thousand six hundred (1,600) hours in a calendar year to obtain credit for a year's worth of diversified interior design experience under the provisions of T.C.A. § 62-2-904(a).
 - Interior design teaching with full-time faculty status in a college or university offering an approved interior design curriculum of four (4) years or more may be considered, at the discretion of the Board, as diversified interior design experience.
 - Diversified interior design experience shall be demonstrated to the Board by the applicant who shall furnish the following:
 - An affidavit by the applicant attesting that the applicant has engaged in the practice of interior design for the number of years for which the applicant is claiming experience; and
 - A minimum of five (5) references, on forms supplied by the Board, certifying that the applicant has provided interior design services for the period of experience claimed by the applicant. References from relatives will not be considered. No reference will be considered if prepared more than two (2) years prior to the date of application.
 - Three (3) such references must be registered interior designers and/or registered architects. In addition, one (1) client reference and one (1) employer reference are required. A client reference may be substituted for the employer reference if an applicant is self-employed. An employer reference or a reference from a registered interior designer or registered architect may be substituted for the client reference if the applicant is an interior design educator.
 - If a reference reply is uncomplimentary, derogatory, or unfavorable of the applicant, the applicant may be required to furnish additional references. If subsequent replies are

unfavorable, the applicant will be scheduled for an interview with the Board for further consideration.

- There is an exam requirement as stated above. TCA § 62-2-904 states that each applicant shall take and pass the examination administered by the National Council for Interior Design Qualifications (NCIDQ) or an equivalent examination as specified by the board. Rule 0120-04-.03 states that an applicant may take an equivalent exam by submitting verification and applicable exam fee to the exam sponsor.
- Applicants must be twenty one (21) years old.
- Continuing education requirement:
 - A registrant seeking biennial renewal for the first time after initial registration shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twelve (12) professional development hours (PDH's) the two (2) years immediately following initial registration and immediately preceding application for renewal. At least seven (7) of the PDH's claimed shall address health, safety and welfare issues and technical competency.
 - A registrant seeking biennial renewal for each two (2)-year period thereafter shall, as a prerequisite to renewal, submit satisfactory evidence to the Board of having obtained twenty four (24) PDH's the two (2) years immediately preceding application for renewal (carryover hours, not exceeding twelve (12) hours, from the preceding renewal period may be included). At least thirteen (13) of the PDH's claimed shall address health, safety and welfare issues and technical competency.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- Rule 0120-04-.08 establishes a procedure where a certificate holder may apply for retirement status:
 - Retirement Status.
 - (a) A registered certificate holder (over age 62) may place his certificate, if in good standing, in retirement status during the biennial license renewal cycle by filing a form designated by the Board. No fee shall be required. Such registrant shall renew his certificate by so notifying the Board.
 - (b) A registrant holding a retired certificate may refer to oneself as a registered interior designer, including on correspondence and business cards, provided that the word "retired" is used in conjunction with the title. Use of the title in violation of this subparagraph shall be considered to be misconduct and may subject the registrant to disciplinary action by the Board.

- (c) A registrant holding a retired certificate may return to “active” status by notifying the Board, in writing, to change to “active” status and paying a biennial registration renewal fee of one hundred forty dollars (\$140.00).

Architect	App fee	Exam fees	Initial fee/Registration	Total Fees	Renewal	Renewal Period (in years)	Renewal Per Year
Alabama	\$10.00	\$1,570.00	\$150.00	\$1,730.00	\$135.00	1	\$135.00
Arkansas	\$250.00	\$1,570.00	\$0.00	\$1,820.00	\$100.00	1	\$100.00
Georgia	\$50.00	\$1,570.00	\$0.00	\$1,620.00	\$90.00	2	\$45.00
Kentucky	\$100.00	\$1,570.00	\$25.00	\$1,695.00	\$125.00	1	\$125.00
Mississippi	\$275.00	\$1,630.00	\$0.00	\$1,905.00	\$275.00	2	\$137.50
Missouri	\$100.00	\$1,570.00	\$0.00	\$1,670.00	\$35.00	2	\$17.50
North Carolina	\$50.00	\$1,570.00	\$0.00	\$1,620.00	\$50.00	1	\$50.00
Virginia	\$0.00	\$1,570.00	\$75.00	\$1,645.00	\$55.00	2	\$27.50
Average of Border States	\$104.38	\$1,577.50	\$31.25	\$1,713.13	\$108.13	1.5	\$79.69
Tennessee	\$30.00	\$1,570.00	\$0.00	\$1,600.00	\$140.00	2	\$70.00
California	100	\$1,670	\$300.00	\$2,070.00	\$300.00	2	\$150.00
Connecticut	\$72.00	\$1,570.00	\$0.00	\$1,642.00	\$190.00	1	\$190.00
Wyoming	\$5.00	\$1,570.00	\$0.00	\$1,575.00	\$125.00	2	\$62.50

Late Renewal Penalty	Continuing Education (Per Renewal Period)	Continuing Education Per Year	Board Membership	Board Membership of Licensed Profession	Percentage of Board of Licensed Profession
\$75.00	12	12	6	6	100.00%
\$50.00			9	7	77.78%
\$10.00	24	12	9	8	88.89%
\$25.00	12	12	8	7	87.50%
\$5.00	24	12	5	5	100.00%
\$0.00	24	12	15	14	93.33%
\$50.00	12	12	7	5	71.43%
\$25.00	16	8	13	13	100.00%
\$30.00	17.71	11.43	9	8.125	89.87%
\$10.00	24	12	8	7	87.50%
\$100.00	5	2.5	10	5	50.00%
\$0.00	0	0	5	3	60.00%
\$375.00	24	12	5	4	80.00%

Board of Funeral Directors and Embalmers

Education, exam, age, renewal, and continuing education requirements are required by TCA Title 62 Chapter 5.

This board issues three (3) types of licenses and two (2) types of registrations:

1. Funeral Director

- Application Fee: \$200 fee.
- License fee: \$275.
- Renewal fee is \$235 every two (2) years.
- Reciprocal funeral director or embalmer's license fee: \$435
- TCA § 62-5-305 requires an applicant to be:
 - Eighteen (18) years of age;
 - A citizen of the United States;
 - Of good moral character;
 - Properly protected against communicable diseases, either through immunization or education;
 - A graduate from a high school or has earned a GED(R) recognized by a state education department;
 - A person who has successfully completed a program of study in funeral service education consisting of no less than thirty (30) semester hours, forty-five (45) quarter hours or the equivalent from a school accredited by the American Board of Funeral Service Education and evidenced by an official transcript; and
 - A person who has completed two (2) years of apprenticeship in the presence of and under the direction and supervision of a licensed funeral director. An associate's degree from a college accredited by the American Board of Funeral Service Education may be substituted for one (1) year of apprenticeship.
- There is an exam requirement.
- As stated above, applicants must be eighteen (18) years old.
- Each licensee shall submit with the renewal application satisfactory proof of completion of a minimum of ten (10) hours of continuing education coursework approved by the board.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status.

2. Embalmer License

- Application Fee: \$200 fee.
- License fee: \$275.
- Renewal fee is \$235 every two (2) years.
- Reciprocal funeral director or embalmer's license fee: \$435
- TCA § 62-5-307 requires an applicant to be:
 - Eighteen (18) years of age;
 - A citizen of the United States;
 - Of good moral character;
 - Properly protected against communicable diseases, either through immunization or education;
 - A graduate from a high school or has earned a GED(R) recognized by a state education department;
 - A person that has obtained an associate of arts degree by successfully completing a mortuary science program consisting of not less than sixty (60) semester hours, ninety (90) quarter hours or the equivalent, with a program accredited by the American Board of Funeral Service Education and evidenced by an official transcript; and
 - A person that has completed one (1) year of apprenticeship in the presence of and under the direction and supervision of a licensed embalmer.
- There is an exam requirement.
- As stated above, applicants must be eighteen (18) years old.
- Each licensee shall submit with the renewal application satisfactory proof of completion of a minimum of ten (10) hours of continuing education coursework approved by the board.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status.

3. Funeral Establishment

- Application Fee: \$575 fee.
- Renewal fee is \$575 every two (2) years.
- Requirements for operation are found in TCA § 65-5-313.
- Establishment must be managed and supervised by a licensed funeral director.

4. Funeral Director or Embalmer Apprenticeship

- The fee for registration as a funeral director student or apprentice is \$70
- The fee for registration as an embalmer apprentice is \$70.

- TCA § 62-5-312 requires that an applicant be eighteen (18) years of age, a United States citizen, be of good moral character, be a high school graduate or state recognized equivalent, and be a bona fide paid employee of an establishment working no less than forty (40) hours per week in the presence of and under the direction and supervision of a licensed funeral director or embalmer.
- Rule 0660-04-.02 states that apprentices shall submit a quarterly report of apprenticeship training on a form prescribed by the Board. Such report must be received no later than sixty (60) days following the last day of the quarter for which credit is sought. Failure to file the quarterly report of apprenticeship training within the allotted time shall result in such credit being denied for that period of time.
- There is no exam requirement.
- As stated above, applicants must be eighteen (18) years old.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.

5. Removal Service

- Registration fee: \$350
- Renewal fee: \$250 every two (2) years
- There are no education requirements.
- There is no exam requirement.
- There is no age requirement.
- There is no continuing education requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- The application for registration must include proof of liability insurance in the amount of one million dollars (\$1,000,000). Proof of insurance requirement is set by TCA §62-5-318. The amount is set by Rule 0660-03-.11.

License for Funeral Director/ Embalmer	Apprenticeship license	Apprenticeship Renewal	Apprenticeship Renewal Per Year	Application fee (\$)	Embalmer Exam fee	Funeral Director Exam Fee	Registration (\$)	Embalmer Total Fees
Alabama	\$20.00	\$20.00	\$20.00	\$100.00	\$100.00	\$100.00	\$0.00	\$300.00
Arkansas	\$0.00	\$0.00	\$0.00	\$50.00	\$350.00	\$100.00	\$100.00	\$600.00
Georgia	\$40.00	\$70.00	\$35.00	\$50.00	\$250.00	\$500.00	\$0.00	\$300.00
Kentucky	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00	\$75.00	\$75.00	\$175.00
Mississippi	\$50.00	\$50.00	\$50.00	\$50.00	N/A	\$250.00	\$50.00	N/A
Missouri	\$163.00	\$0.00	\$0.00	\$163.00	\$640.00	\$250.00	\$0.00	\$803.00
North Carolina	\$50.00	\$25.00	\$25.00	\$150.00	\$200.00	\$340.00	\$0.00	\$350.00
Virginia	\$150.00	\$150.00	\$150.00	\$325.00	\$660.00	\$660.00	\$0.00	\$985.00
Average of Bordering States	\$59.13	\$39.38	\$35.00	\$114.13	\$325.00	\$284.38	\$28.13	\$501.86
Tennessee	\$70.00	\$0.00	\$0.00	\$200.00	\$405.00	\$405.00	\$275.00	\$880.00
California	\$160.00	\$0.00	\$0.00	\$200.00	\$250.00	\$100.00	\$0.00	\$250.00
Connecticut	\$0.00	\$0.00	\$0.00	\$210.00	\$500.00	\$500.00	\$0.00	\$710.00
Wyoming	\$75.00	\$75.00	\$75.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00

Funeral Director Total Fees	Renewal Per License Period	Renewal Period (In Years)	Renewal Cost Per Year	Late Renewal	Continuing Education Per Renewal Period	Continuing Education Per Year	Board Membership	Board Membership of Licensed Profession	Percentage of Board of Licensed Profession
\$200.00	\$100.00	1	\$100.00	\$50.00	4	4	7	7	100.00%
\$250.00	\$150.00	1	\$150.00	\$50.00	6	6	14	12	85.71%
\$550.00	\$100.00	2	\$50.00	\$100.00	10	5	6	5	83.33%
\$175.00	\$75.00	1	\$75.00	\$75.00	6	6	5	4	80.00%
\$350.00	\$100.00	2	\$50.00	\$0.00	0	0	7	6	85.71%
\$413.00	\$150.00	2	\$75.00	\$100.00	0	0	6	5	83.33%
\$490.00	\$75.00	1	\$75.00	\$0.00	5	5	9	7	77.78%
\$985.00	\$225.00	1	\$225.00	\$75.00	5	5	9	7	77.78%
\$426.63	\$121.88	1.38	\$100.00	\$56.25	4.50	3.88	7.88	6.63	84.21%
\$880.00	\$235.00	2	\$117.50	\$200.00	10	5	7	6	85.71%
\$300.00	\$200.00	1	\$200.00	\$100.00	0	0	N/A	N/A	N/A
\$710.00	\$235.00	1	\$235.00	\$0.00	6	6	Led by Commissioner	N/A	N/A
\$125.00	\$125.00	1	\$125.00	\$125.00	8	8	5	4	

Collection Service Board

The Board was established by TCA Title 62 Chapter 20 Part 1. Qualifications, renewal and bond requirement are set by TCA.

This Board issues one license:

1. Collection Service

- Application fee: \$150 fee.
- Registration fee: \$600 fee.
- Fee for each branch office located in the state: \$100.
- Solicitor's identification cards: \$25.
- Renewal fee: \$350 every two (2) years.
- Renewal fee for each branch office: \$100 every (2) years.
- TCA § 62-20-107 sets the qualifications: No license to conduct or operate a collection service business in this state shall be issued to any person:
 - Who is not trustworthy;
 - Who does not have a proven reputation for honesty and fair dealings;
 - Who is not financially responsible;
 - Who, in the opinion of the board, is not competent to engage in the collection of the accounts and claims of others;
 - Who, within the past seven (7) years, has been convicted in any court of fraud or any felony or had judgment entered against the person in any court for failure to account to a client for money or property collected;
 - Whose license to practice law has been suspended or revoked within the past seven (7) years;
 - Who, unless a nonresident applicant, does not maintain in this state a regular office in which are kept complete records of collections and claims handled for clients and against debtors residing in this state;
 - Who, unless a nonresident applicant, does not maintain in this state bank accounts with sufficient funds at all times to disburse amounts due clients; and
 - Who, within the past seven (7) years, has filed a petition under the federal bankruptcy laws or state insolvency laws or has had a receiver, fiscal agent or similar officer appointed by a court for the person's business or property.
- TCA §62-20-106 (2) requires a financial statement be submitted with the application.
- There is no exam requirement.
- There is no age requirement.
- There is no continuing education requirement.

- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- TCA 62-20-106 (3)(A) requires that the applicant have a surety bond executed by the applicant and a surety company authorized to do business in this state, made payable to the state of Tennessee. The amount of this surety bond shall be pro-rated and based on the certified number of employees per collection agency as follows:
 - One to four (1-4) employees — fifteen thousand dollars (\$15,000);
 - Five to nine (5-9) employees — twenty thousand dollars (\$20,000);
 - Ten (10) or more employees — twenty-five thousand dollars (\$25,000);
 - or
 - Instead of the bond, a certificate of deposit in the sums as outlined in this subdivision (3)(A), which shall be assigned to the board.
- TCA § 62-20-121 provides that any licensee may temporarily retire the licensee's license for a period of three (3) years by giving written notice of such intent and paying each year an annual retirement fee of ten dollars (\$10.00) to the board. Any license not activated within the three-year period becomes invalid.

Licensening for Collections Services	Application fee (\$)	License Fee (\$)	Examination Fee	Total Fees	Renewal (\$)	Renewal Period in Years	Renewal Per Year
Alabama	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arkansas	\$20.00	\$125.00	N/A	\$145	\$125.00	1	\$125.00
Georgia	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kentucky	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mississippi	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Missouri	N/A	N/A	N/A	N/A	N/A	N/A	N/A
North Carolina	\$0.00	\$1,000.00	N/A	\$1,000	\$1,000.00	1	\$1,000.00
Virginia	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Average of Border States	\$10.00	\$562.50	N/A	\$573	\$562.50	1	\$562.50
Tennessee	\$150.00	\$600.00	\$0.00	\$750	\$350.00	2	\$175.00
California	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Connecticut	\$100.00	\$800.00	\$0.00	\$900	\$800.00	2	\$400.00
Wyoming	\$50.00	\$500.00	\$100.00	\$650	\$150.00	1	\$150.00

Experience Required (In Years)	Surety Bond	Board Membership	Board Membership of Licensed Profession	Percentage of Board of Licensed Profession
N/A	N/A	N/A	N/A	N/A
N/A	\$15,000.00	5	2	40.00%
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	\$10,000.00	Led by Commissioner	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	\$12,500.00	5	2	40.00%
0	\$15,000.00	5	2.5	50.00%
N/A	N/A	N/A	N/A	N/A
0	\$25,000.00	Led by Commissioner	N/A	N/A
1	\$10,000.00	3	2	66.67%

Private Investigation and Polygraph Commission

Exam, age, renewal, fingerprinting and continuing education requirements are established by TCA Title 62 Chapter 26 and Chapter 27.

This board issues three (3) types of licenses, two (2) certificates and one (1) permit:

1. Private Investigator

- Application fee: \$150 fee.
- License fee: \$100 fee.
- Renewal fee: \$100 every two (2) years.
- There are no general education requirements.
- TCA § 62-26-207 states that each applicant for a private investigator license must:
 - Be at least twenty-one (21) years of age;
 - Be a citizen of the United States or a resident alien;
 - Not have been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease unless a court of competent jurisdiction has since declared the applicant competent;
 - Not be suffering from habitual drunkenness or narcotics addiction or dependence;
 - Be of good moral character; and
 - Pass an examination to be administered at least twice annually by the commission, designed to measure knowledge and competence in the investigations field.
- TCA § 62-26-207 further states:
 - The commission shall grant apprentice status, by correspondence, to an applicant for an individual investigator's license; provided that the applicant is employed by an investigative company. The apprentice is enjoined from working without the direct supervision of a licensed investigator until such time as the apprentice's license application is fully processed.
 - An apprenticeship may not commence until the sponsoring company has submitted a notice of intent to sponsor. The notice shall be by written endorsement to the application of the apprentice.
 - An apprentice status shall be limited to six (6) months, and a person shall be able to apply for an apprentice status only once.
- Rule 1175-01-.04 states that the disposition of the following crimes or actions taken by an authority having jurisdiction may disqualify an applicant, subject to the discretion of the commission:

- Conviction by any local, state, federal, or military court of any crime involving the illegal sale, manufacture, distribution, or transportation of a controlled substance, drug, or narcotic;
- Conviction of any felony;
- Conviction of a crime involving unlawful breaking and entering, burglary, larceny, or arson;
- Conviction as a habitual criminal;
- Conviction of a misdemeanor crime of domestic violence as defined in 18 U.S.C.A. § 921(33);
- Any misdemeanor conviction involving:
 - Shooting a firearm or other weapon;
 - Shoplifting; or
 - Assault and battery or other act of violence against persons or property.
- The rule further states that an applicant may be may be disqualified for licensure for:
 - Habitual drunkenness; narcotics addiction or dependence; and/or unlawful use of or addiction to any controlled substance, as defined in section 102 of the Controlled Substances Act, 21 U.S.C.A. § 902(6). This prohibition includes any person who is a current user of a controlled substance. The commission may draw an inference of current use from recent use or possession of a controlled substance, e.g., positive drug test upon arrest or during probation within the past year; a conviction for use or possession of a controlled substance within the past year; or multiple arrests for such offenses within the past five (5) years if the most recent arrest occurred within the past year.
 - Having been discharged from the armed forces under conditions less than honorable.
 - Being subjected to a court order restraining the applicant from committing an act of domestic violence. The order must have been issued after a hearing during which the person restrained received actual notice of the hearing and had an opportunity to participate in any proceedings. The restrained individual need have only an opportunity to participate in any proceedings; consequently, failure to appear at the proceeding or consent to the entry of the order without a hearing does not affect this prohibition. Consent orders and orders entered by a court of competent jurisdiction upon the applicant's failure to appear qualify under this prohibition.
- As stated above, there is an exam requirement.
- As stated above, the applicant must be twenty-one (21) years old.

- Any license holder seeking renewal must complete twelve (12) hours of continuing professional education acceptable to the commission during the two-year period prior to renewal.
- There is a fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no bond requirement.
- TCA § 62-26-204 (e) provides that:
 - (1) A private investigator may retire the license issued in accordance with this part by making a request for retirement of the license in writing and paying the appropriate fees set by the commission. The written request must be accompanied by the license certificate and pocket card. The retiree shall be responsible for notifying the commission of any change in address. Only licenses that are current and in good standing with the commission may be retired. No retired licensee may engage in any act defined in § 62-26-202.
 - (2) A retired license shall not be reactivated unless the licensee shows proof of completion of continuing education requirements as provided in § 62-26-225 sufficient to meet a licensee's current requirements. Upon receipt of proof of the continuing education requirements and payment of appropriate fees set by the commission, a retired license shall automatically be changed from retired to active.
- Retirement fee: \$100.
- Renewal of a retired license: \$25.
- Penalty for late renewal of retired license: \$50.
- Reactivation of retired license: \$100.

2. Investigations Company

- Application fee depends on the number of private investigators employed by company:
 - Sole practitioner: \$250.
 - Two to five (2-5) employees: \$500.
 - Over five (5) employees: \$1000.
 - Branch office: \$100 (when the branch office is not included in the original company application).
- License fee depends on the number of private investigators employed by company:
 - Sole practitioner: \$125.
 - Two to five (2-5) employees: \$250.
 - Over five (5) employees: \$500.
 - Branch office: \$100.

- Renewal fee depends on the number of private investigators employed by company:
 - Sole practitioner: \$250.
 - Two to five (2-5) employees: \$500.
 - Over five (5) employees: \$1000.
 - Branch office: \$100.
- There are no general education requirements.
- TCA § 62-26-206 states that each applicant for a private investigator company license must:
 - Be at least twenty-one (21) years of age;
 - Be a citizen of the United States or a resident alien;
 - Not have been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease unless a court of competent jurisdiction has since declared the applicant competent;
 - Not be suffering from habitual drunkenness or narcotics addiction or dependence;
 - Be of good moral character;
 - Possess or employ at least one (1) person who possesses at least two thousand (2,000) hours of compensated, verifiable, investigative experience satisfactory to the commission or has one (1) year of applicable, related experience or education in a related area of study approved by the commission; and
 - Pass an examination to be administered at least twice annually by the commissioner, designed to measure knowledge and competence in the investigations company business.
- The requirements in Rule 1175-01-.04 for applicants seeking a personal license, also apply to those seeking a company license.
- As stated above, there is an exam requirement.
- As stated above, the applicant must be twenty-one (21) years old.
- Any license holder seeking renewal must complete twelve (12) hours of continuing professional education acceptable to the commission during the two-year period prior to renewal.
- There is a fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no bond requirement.

3. Private Investigation Trainer

- Application fee: \$150 fee.
- Certificate fee: \$250 fee.
- Renewal fee: \$250 every two (2) years.

- TCA § 62-26-226 states that any person or company offering private investigator training for a fee must first be certified by the commission. The commission shall ensure that the instructors employed by the training company possess both the experience and academic credentials to ensure that the curriculum and instruction of the training company will be beneficial to those seeking to enter the profession. In order to qualify as a certified trainer/instructor, the trainer:
 - Must be at least twenty-one (21) years of age;
 - Has at least three (3) years of supervisory experience satisfactory to the commission with an investigations company or proprietary entity, or with any federal, United States military, state, county or municipal law enforcement agency; and
 - Is personally qualified to conduct the training required by this chapter.
- Rule 1175-3-.02 adds that an applicant must:
 - Hold a four (4) year degree from an accredited college or university acceptable to the commission;
 - Have an active Tennessee Private Investigators license;
 - Not have been convicted of a felony or a misdemeanor involving moral turpitude;
 - Not be suffering from habitual drunkenness and/or narcotics addiction; and
 - Have a set of classifiable fingerprints on file with the Commission.
- TCA §62-26-226 further states that to assist in the implementation of the training program, the certified trainer may use as an assistant trainer any person who:
 - Is at least twenty-one (21) years of age; and
 - Has at least one (1) year of experience with an investigations company or any United States military, state, county or municipal law enforcement agency.
- Rule 1175-3-.04 adds that a certified trainer must ensure that each appointed assistant trainer:
 - Is a college graduate and holds a four (4) year degree; however, two (2) years of experience in a related field may be substituted for each single year of college;
 - Is qualified in his/her field of instruction by educational background or work experience; and
 - Is of good moral character.
- There is no exam requirement.
- As stated above, the applicant must be twenty-one (21) years old.
- There is no continuing education requirement.
- As stated above, there is a fingerprinting/background check requirement set by Rule.

- There is no proof of insurance requirement.
- There is no bond requirement.

4. Private Investigation Training Company

- Application fee: \$500 fee.
- Certificate fee: \$500 fee.
- Renewal fee: \$1000 every two (2) years.
- TCA § 62-26-226 states that any person or company offering private investigator training for a fee must first be certified by the commission. The commission shall ensure that the instructors employed by the training company possess both the experience and academic credentials to ensure that the curriculum and instruction of the training company will be beneficial to those seeking to enter the profession. In order to qualify as a certified trainer/instructor, the trainer:
 - Must be at least twenty-one (21) years of age;
 - Has at least three (3) years of supervisory experience satisfactory to the commission with an investigations company or proprietary entity, or with any federal, United States military, state, county or municipal law enforcement agency; and
 - Is personally qualified to conduct the training required by this chapter.

5. Polygraph Examiner's License

- Application fee: \$50 fee.
- License fee: \$150 fee.
- Examination fee: \$100.
- Renewal fee: \$100 every two (2) years.
- Company license fee: \$500 every two (2) years.
- TCA § 62-27-107 states that In order to be eligible for a license as a polygraph examiner, an applicant must demonstrate to the satisfaction of the commission that the applicant:
 - Is at least twenty-one (21) years of age;
 - Is a citizen of the United States;
 - Is of good moral character;
 - Has not been convicted of any felony or misdemeanor involving moral turpitude;
 - Holds a baccalaureate degree from a college or university accredited by a recognized regional or local accreditation committee or, in lieu of a baccalaureate degree, has at least two (2) years of college credits and has, for at least five (5) years immediately preceding the date of application, actively engaged in substantial criminal, counterintelligence or private investigative work;

- Has graduated from a school of polygraph approved by the American Polygraph Association or the commission;
- Has passed a licensing examination conducted by or under the supervision of the commission; and
- Has satisfactorily completed an internship of six (6) months or, in lieu of the completion of the internship, has provided satisfactory evidence the applicant is currently actively engaged in the polygraph examinations business in another state that may or may not have professional licensing requirements and has been principally engaged in the business of conducting polygraph examinations in that state for at least five (5) consecutive years. An applicant pursuant to this subdivision (a)(8) shall also submit evidence of a current business license, tax records and a minimum of two (2) letters of recommendation from either former clients or government agency officials..
- As stated above there is an exam requirement.
- As stated above, the applicant must be twenty-one (21) years old.
- Every licensed polygraph examiner seeking renewal must complete twenty-four (24) credit hours of qualified continuing education in the subject area of polygraph examinations and/or related fields.
- There is a fingerprinting/background check requirement set by Rule 1160-1-.02.
- There is no proof of insurance requirement.
- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status.

6. Polygraph Examiner's Internship

- Application fee: \$50 fee.
- Permit fee: \$100 fee.
- TCA §62-27-111 states that:
 - An internship permit shall be valid for the term of twelve (12) months from the date of issue. The permit may be extended or renewed for any term not to exceed six (6) months upon good cause shown to the commission. The intern may apply for an examiner's license after completion of six (6) months from the date of issue of the internship; provided, however, that all other requirements of this chapter are met.
 - An intern shall not be entitled to hold an internship permit after the expiration date of the original twelve (12) month period and six (6) month extension if an extension is granted by the commission until twelve (12) months after the date of expiration of the last internship license held by the intern.
 - All intern applicants are required to take and pass an intern examination as prescribed by the commission prior to commencement of the

internship unless the applicant has completed a polygraph school or held a polygraph examiner license in this state in the immediate preceding twenty-four month period.

- No intern may administer an actual polygraph examination without an intern permit.
- Rule 1160-1-.04 states that an intern must conduct at least fifty (50) polygraph examinations during the twelve (12) month internship.
- As stated above there is an exam requirement.
- There is a fingerprinting/background check requirement set by Rule 1160-1-.02.
- There is no proof of insurance requirement.
- There is no bond requirement.

Licensing for Private Investigators	Application fee (\$)	Licensing Fee (\$)	Examination	Finger printing/ Background Check	Total Fees	Renewal (\$)	Renewal Period (years)	Renewal Per Year	Late Renewal Penalty	License Retirement Fee
Alabama	\$100.00	\$300.00	\$100.00	\$37.00	\$537.00	\$300.00	2	\$150.00	\$200.00	N/A
Arkansas	\$0.00	\$450.00	\$0.00	\$35.00	\$485.00	\$150.00	2	\$75.00	\$75.00	N/A
Georgia	\$100.00	\$300.00	\$125.00	\$35.00	\$560.00	\$300.00	2	\$150.00	\$100.00	N/A
Kentucky	\$100.00	\$300.00	\$156.00	\$34.75	\$590.75	\$250.00	2	\$125.00	\$250.00	N/A
Mississippi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Missouri	\$0.00	\$500.00	\$80.00	Varies Locally	\$580.00	\$300.00	2	\$150.00	\$100.00	N/A
North Carolina	\$0.00	\$200.00	\$0.00	\$38.00	\$238.00	\$250.00	2	\$125.00	\$100.00	N/A
Virginia	\$0.00	\$800.00	\$0.00	\$50.00	\$850.00	\$500.00	2	\$250.00	\$250.00	N/A
Average for Brodering	\$42.86	\$407.14	\$65.86	\$38.29	\$548.68	\$292.86	2	\$146.43	\$153.57	N/A
Tennessee	\$150.00	\$100.00	\$125.00	\$32.65	\$407.65	\$100.00	2	\$50.00	\$100.00	\$100.00
California	\$50.00	\$175.00	\$0.00	\$49.00	\$274.00	\$125.00	2	\$62.50	\$62.50	N/A
Connecticut	\$0.00	\$1,450.00	\$0.00	\$66.50	\$1,516.50	\$625.00	2	\$312.50	\$1,450.00	N/A
Wyoming	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Bond Requirement	Liability Insurance	Employee Registration	Employee Renewal	Employee Renewal Per Year	Employee Late Renewal Penalty	Continuing Education (in hours)	Continuing Education Per Year	Board Membership	Board Membership of Licensed Profession	Percentage of Board of Licensed Profession
N/A	N/A	N/A	N/A	N/A	N/A	16	8	8	6	75.00%
N/A	N/A	N/A	N/A	N/A	N/A	0	0	Commissioner	N/A	N/A
\$25,000.00	N/A	\$75.00	\$65.00	\$32.50	\$15.00	16	8	7	4	57.14%
N/A	\$250,000.00	N/A	N/A	N/A	N/A	12	6	7	3	42.86%
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	\$250,000.00	\$50.00	\$25.00	\$12.50	25	16	8	7	5	71.43%
N/A	N/A	N/A	N/A	N/A	N/A	12	6	14	6	42.86%
\$100,000.00	N/A	\$89.00	\$20.00	\$10.00	\$10.00	8	4	15	13	86.67%
\$62,500.00	\$250,000.00	\$71.33	\$36.67	\$18.33	\$16.67	11.42857143	5.714285714	9.666666667	6.16666667	62.66%
N/A	N/A	N/A	N/A	N/A	N/A	12	6	9	8	88.89%
N/A	\$1,000,000.00	N/A	N/A	N/A	N/A	0	0	Commissioner	N/A	N/A
\$10,000.00	\$300,000.00	N/A	N/A	N/A	N/A	0	N/A	Commissioner	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Private Probation Services Council

The Council was established by TCA Title 16 Chapter 3 Part 9.

This council issues only one type of registration:

1. Registered Private Entity-a privately owned and operated corporation, enterprise or entity which contracts to provide general probation supervision, counseling and/or collection services for persons convicted of a misdemeanor and placed on probation.

- Application fee: \$100 fee.
- Registration fee: \$100 fee. The entity shall pay an additional registration fee of \$100 for each second or subsequent judicial district in which it provides probation supervision.
- The rules do allow for an applicant that is certified or licensed in another state and who is a member of the military or their spouse is a member of the military to apply for a temporary permit under certain circumstances for a cost of \$100.
- Renewal fee: \$100 every year, if payed within thirty (30) days prior to expiration. The entity shall pay a late fee of \$100 in addition to the renewal fee if the entity renews its registration within thirty (30) days after expiration. The entity shall pay a late fee of \$200 in addition to the renewal fee if the renews its registration between thirty-one (31) days and sixty (60) days after the entity's scheduled renewal date. Failure to renew within sixty (60) days of the scheduled renewal date shall be grounds for denial of renewal registration.
- Rule 1177-01-.08 requires
 - (1) Each private entity shall pay a quarterly provider fee to the Council in the amount of seventy-five cents (\$0.75) per quarter for every person reported on the case load of the entity in the quarterly report required under T.C.A. § 40-35-302(g)(1)(A)(i) and rule 0780-01-11-.05.
 - (a) For purposes of this rule, "case load" means every person assigned by a court to the private probation service provider for probation services who reports for supervision in person, telephonic or written communication or is supervised at any time during that quarter.
 - (b) The provider fee is due on May 20th, August 20th, November 20th and February 20th of each quarter.
 - (c) The provider fee will be considered timely received if the correspondence containing the reported case load of the private entity and the required fee is postmarked by the 20th of the month in which it is due.
 - (d) There will be an additional fee of five cents (\$0.05) per probationer reported for every ten (10) days by which the provider fee is late.

- (e) The 1st of each month listed will be counted as day one of each respective quarter.
 - (f) Registration approval shall be effective at the beginning of the quarter in which the registration falls and shall continue for a period of one (1) year.
 - (g) For purposes of implementation of these rules and initial registration of private probation entities, the first quarterly provider fee installment will be calculated using the quarter immediately preceding the initial registration approval.
- Rule 1177-01-.06 sets the education requirements:
 - The chief executive officer shall have a bachelor's degree from an accredited university in any one (1) of the following fields: criminal justice, administration, social work or the behavioral sciences, and two (2) years' experience in criminal justice or social work. Upon approval by the Council, four (4) years of professional administrative experience with an organization providing services in criminal justice or social work may be substituted for the bachelor's degree; and
 - Each employee who is responsible for providing probation supervision shall have at least four (4) years of experience in a criminal justice or a social services agency providing counseling services or shall have a bachelor's and/or an associate's degree from an accredited college or university.
- There is no exam requirement.
- There is no age requirement.
- TCA 16-3-909 states that the council shall establish a requirement of forty (40) hours of orientation for new private probation officers and twenty (20) hours of annual continuing education. Rule 1177-3-.01 specifies the topics that should be covered in the initial forty (40) hours of orientation training. The rule also states that orientation training must be completed within six (6) months after the hiring of the employee.
- Rule 1177-3-.01 further states that each employee responsible for the supervision of probationers shall receive twenty (20) hours of annual in-service training (AIT) on the subjects listed in the rule. Entity officials may decide which subjects to emphasize for in-service training. The Council may at its discretion dictate to any entity subjects that will be covered during such training. The Council may withhold the renewal registration of any entity in which any employee has not received the required twenty (20) hours of AIT.
- There is no specific fingerprinting/background check requirement; however, applicants must submit sworn criminal record reports on each employee of, or volunteer for, the entity.

- Rule 1177-2-.02 requires the private entity to have a liability insurance policy in an amount at least equal to the limits of governmental tort liability established in the Governmental Tort Liability Act, codified as T.C.A., Title 29, Chapter 20 that is in effect on the date the services are provided.
- Rule 11-77-2-.02 also requires that the private entity have a performance bond issued by a corporate surety in the amount of twenty-five thousand dollars (\$25,000).
- There is no process to achieve Retirement/Inactive status.

Registration for Private Probation	Application fee (\$)	License Fee (\$)	Renewal	Renewal Period (in Years)	Renewal Per Year	Late Renewal Fee
Alabama	N/A	N/A	N/A	N/A	N/A	N/A
Arkansas	N/A	N/A	N/A	N/A	N/A	N/A
Georgia	N/A	N/A	N/A	N/A	N/A	N/A
Kentucky	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
Mississippi	N/A	N/A	N/A	N/A	N/A	N/A
Missouri	N/A	N/A	N/A	N/A	N/A	N/A
North Carolina	N/A	N/A	N/A	N/A	N/A	N/A
Virginia	N/A	N/A	N/A	N/A	N/A	N/A
Average of Bordering	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
Tennessee	\$100.00	\$100 (per judicial district)	\$100.00	1	\$100.00	\$100.00
California	N/A	N/A	N/A	N/A	N/A	N/A
Connecticut	N/A	N/A	N/A	N/A	N/A	N/A
Wyoming	N/A	N/A	N/A	N/A	N/A	N/A

Provide Fee	Surety Bond	Continuing Education Per Year	Board Membership	Board Membership of Licensed Profession	Percentage of Board of Licensed Profession
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
\$0.00	\$1,000,000.00	0	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
\$0.00	\$1,000,000.00	0	N/A	N/A	N/A
\$1.00 per case per quarter	\$25,000.00	20	7	2	28.57%
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

Real Estate Appraiser Commission

The Board was established by TCA Title 62 Chapter 39 Part 2.

The Board issues two (2) types of certifications, one (1) license and one (1) registration:

1. State Licensed Appraiser

- According to TCA §62-39-302, a state licensed appraiser may perform appraisals of the following properties:
 - All properties with a transaction value of up to two hundred fifty thousand dollars (\$250,000);
 - Noncomplex residential properties with a transaction value up to, but not including, one million dollars (\$1,000,000); and
 - Agricultural properties, including agricultural properties with up to two (2) dwelling units, with a value up to, but not including, one million dollars (\$1,000,000).
- Application fee: \$125.
- License fee: \$350.
- Renewal fee: \$350 every two (2) years.
- Upgrade fee: \$125.
- TCA § 62-39-303 states that in order to qualify for a real estate appraiser license, an applicant must:
 - Have a high school diploma or its equivalent; and
 - Have met the current requirements for licensure as set forth by the appraisal qualifications board of the appraisal foundation.
- Rule 1255-01-.05 sets the qualifications for a licensed state appraiser:
 - An applicant for a state licensed real estate appraiser license who has satisfied the prerequisites for state certified residential appraiser provided in rule 1255-01-.07 or state certified general appraiser in rule 1255-01-.08 will also satisfy the requirements of this rule. All other applicants for a state licensed real estate appraiser license shall first register as a registered trainee with the Commission and complete the training requirements established in rule 1255-01-.12. An applicant shall then satisfy all of the following education, experience, and examination requirements:
 - (a) General Education. An applicant shall satisfy the following general education requirements as a prerequisite for licensure as a state licensed real estate appraiser:
 1. Applicants for the licensed residential credential shall successfully complete thirty (30) semester hours of college-level education from an accredited college, junior college, community college, or university. The

college or university must be a degree-granting institution accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education. If an accredited college or university accepts the College-level Examination Program® (CLEP) and examination(s) and issues a transcript for the exam showing its approval, it will be considered as credit for the college course.

2. Applicants holding an Associate degree, or higher, from an accredited college, junior college, community college, or university satisfy the thirty (30) hour college-level education requirement.
3. Applicants with a college degree from a foreign country may have their education evaluated for “equivalency” by one of the following:

- (i) An accredited, degree-granting domestic college or university;

- (ii) The American Association of Collegiate Registrars and Admissions Officers (AACRAO);

- (iii) A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or

- (iv) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

- (b) Appraisal Education. An applicant shall satisfy the following appraisal education requirements as a prerequisite to sit for the state licensed appraiser examination:

1. One hundred fifty (150) classroom hours of courses in subjects related to real estate appraisal (hereinafter, “qualifying education requirement”) which shall include:

- (i) Successful completion of fifteen (15) hours of the National Uniform Standards of Professional

Appraisal Practice Course or its equivalent. Equivalency shall be determined by the Appraiser Qualifications Board Course Approval Program or by an alternate method established by the Appraiser Qualifications Board;

(I) The Commission shall grant an applicant credit toward the qualifying education requirement for the National Uniform Standards of Professional Appraisal Practice Course only when at least one of the course instructors is an AQB Certified USPAP Instructor who is also a state certified residential real estate appraiser or state certified general real estate appraiser.

(ii) Successful completion of a thirty (30) hour course in Appraisal Principles;

(iii) Successful completion of a thirty (30) hour course in Appraisal Practice or Procedures;

(iv) Successful completion of a fifteen (15) hour course in Residential Market Analysis and Highest and Best Use;

(v) Successful completion of a fifteen (15) hour course in Residential Appraiser Site Valuation and Cost Approach;

(vi) Successful completion of a thirty (30) hour course in Sales Comparison and Income Approaches; and

(vii) Successful completion of a fifteen (15) hour course in Residential Report Writing and Case Studies.

2. A course hour is defined as fifty (50) minutes of teaching out of each sixty (60) minute segment.
3. The Commission may grant credit toward the qualifying education requirement only where the length of the educational offering is at least fifteen (15) hours and the

individual successfully completes an examination pertinent to that educational offering.

4. An applicant may obtain credit for the qualifying education requirement from any of the following educational providers:

- (i) colleges or universities;

- (ii) community or junior colleges;

- (iii) real estate appraisal or real estate related organizations;

- (iv) state or federal agencies or commissions;

- (v) proprietary schools;

- (vi) other providers approved by the Commission; and

- (vii) The Appraisal Foundation or its Boards.

5. An applicant may refer to Chapter 1255-02 Evaluation of Education for further delineation of qualifying educational requirements.

6. In the event of a denial, an applicant for licensure may file a written request for reconsideration with the Commission, appealing the Commission's evaluation of the applicant's education. The Commission shall consider the filed written request for reconsideration and reevaluate the applicant's education. In the event that the applicant's application for licensure is denied after the education reevaluation, then the denial shall not create a contested case proceeding (as defined by the Tennessee Administrative Procedures Act, T.C.A., Title 4, Chapter 5), and the applicant may then reapply for licensure.

- (c) Experience. An applicant shall satisfy the following experience requirements as a prerequisite for licensure as a state licensed real estate appraiser:

1. An applicant shall complete a minimum of two thousand (2,000) hours of appraisal experience over a period of at least twenty-four (24) months preceding the date of the application to the Commission. The

Commission shall treat the hours accumulated over the twenty-four (24) months as cumulative. An applicant shall complete the minimum of twenty-four (24) months of appraisal experience under the direct supervision of an appraiser certified by a real estate appraiser commission or board in any state. The experience must be sufficient to indicate to the Commission that the applicant is competent in the Uniform Standards of Professional Appraisal Practice.

2. The applicant may also obtain equivalent experience. The Commission shall determine what is considered equivalent experience, which demonstrates the applicant's competence in the Uniform Standards of Professional Appraisal Practice. Equivalent experience shall be limited to the following:
 - (i) A minimum of twenty-four (24) months of experience as a licensed or certified real estate appraiser in another state, territory, or possession of the United States, or in any country; provided, that the applicant has otherwise met all other requirements of Title 62, Chapter 39, and the rules established by the Commission.
3. An applicant shall provide to the Commission a detailed listing of the types of real estate appraisal reports or file memoranda completed by the applicant for each twelve (12)-month period that the applicant claims that he or she has gained experience. Separate appraisal logs shall be maintained for each supervisory appraiser, if applicable. The applicant shall provide verification for experience credit claimed on forms prescribed by the Commission, which shall include the following information:
 - (i) type of property;
 - (ii) date of report;
 - (iii) address of appraised property;
 - (iv) description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;

(v) number of actual work hours by the trainee/applicant on the assignment, up to the maximum allotted by property type;

(vi) client name and address; and

(vii) signature and State certification number of the supervising appraiser, if applicable.

4. No experience credit will be granted that was obtained prior to January 30, 1989. An applicant shall submit sufficient recent experience to demonstrate the ability to apply the current Uniform Standards of Professional Appraisal Practice provisions.

5. There is no minimum number of hours that must be obtained in any one (1) twelve (12)-month period.

- (d) Examination. An applicant shall successfully complete the Appraiser Qualifications Board endorsed Uniform State Licensed Real Property Appraiser Examination. An applicant must obtain licensure or certification designation within twenty-four (24) months from the date of obtaining a passing score on the exam.
- (e) Once the applicant has completed all of the required qualifying education and experience, then the applicant may submit his or her application for licensure. The Commission office shall not process an applicant's application if the required qualifying education and experience have not been satisfied or if the application is incomplete. The Commission office shall keep an incomplete application active for six (6) months, unless the applicant requests an extension in writing to the Commission.

- As stated above, there is an exam requirement
- There is no age requirement.
- The continuing education requirement is set by Rule 1255-04-.01:
 - As a prerequisite to renewal of a real estate appraiser license or certificate, the licensee or certificate holder shall complete at least twenty-eight (28) hours of continuing education instruction approved by the Commission during each renewal period, which is every two (2) years (hereinafter "continuing education").
 - (a) A course hour is defined as fifty (50) minutes of teaching out of each sixty (60) minute segment.
 - (b) The Commission will grant credit toward the continuing education requirement only where the length of the educational offering is at least two (2) hours.

- (c) A state licensed, state certified residential or a state certified general real estate appraiser may obtain credit for the continuing education requirement from the following:
 1. colleges or universities
 2. community or junior colleges
 3. real estate appraisal or real estate related organizations
 4. state or federal agencies or commissions
 5. proprietary schools
 6. other providers approved by the Commission
 7. The Appraisal Foundation or its Boards.
- (d) The Commission may grant credit for educational offerings which cover real estate appraisal related topics, such as the following, which are consistent with the purpose of continuing education:
 1. ad valorem taxation
 2. arbitration, dispute resolution
 3. courses related to practice of real estate appraisal or consulting
 4. development cost estimating
 5. ethics and standards of professional practice, USPAP
 6. land use planning, zoning, taxation
 7. management, leasing, timesharing
 8. property development, partial interests
 9. real estate law, easements, and legal interests
 10. real estate litigation, damages, condemnation
 11. real estate financing and investment
 12. real estate appraisal related computer applications
 13. real estate securities and syndication
 14. developing opinions of real property value in appraisals that also include personal property and/or business value;
 15. seller concessions and impact on value; and/or
 16. energy efficient items and “green building” appraisals.
- All licensees and certificate holders shall successfully complete the seven (7)-hour National Uniform Standards of Professional Appraisal Practice Update Course, or its equivalent, a minimum of once every two (2) years. Equivalency shall be determined through the Appraisal Qualifications Board Course Approval Program. The seven (7)-hour National Instructor Recertification Course for Uniform Standards of Professional Appraisal Practice shall fulfill the seven (7) hour continuing education requirement for AQB approved instructors of the National Uniform Standards of Professional Appraisal Practice.

- The Commission shall grant continuing education credit for the National Uniform Standards of Professional Appraisal Practice Update Course only when at least one of the instructors is an Appraiser Qualifications Board Certified Instructor and a state certified general or residential real estate appraiser.
- The Commission shall grant continuing education credit for any course that a licensee has taken more than once if the course has undergone a significant update or if the licensee has not taken the course in the last five (5) years.
- (5) Seminars.
 - (a) The Commission may offer seminars to the licensees for which fees, as appropriate, may be collected to cover costs.
 - (b) These seminars may be used by the licensees for continuing education credit.
 - (c) These seminars may include, but are not limited to the following subjects: laws and rules, policies and Uniform Standards of Professional Appraisal Practice.
- (6) The purpose of continuing education is to ensure that the appraiser participates in a program that maintains and increases his or her skill, knowledge and competency in real estate appraisal.
- (7) The Commission may grant up to one half (1/2) of an individual's continuing education credit for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities which the Commission determines are equivalent to obtaining continuing education. Credit for instructing any given course or seminar can only be awarded once during a continuing education cycle.
- There is a fingerprinting/background check requirement set by TCA §62-39-301 (d) (1).
- There is no insurance or bond requirement.
- Rule 1255-7-.01 establishes a process where a licensee or certificate holder may apply for "Inactive Status":
 - (1) A licensee or certificate holder shall submit an application obtained from the Commission office accompanied by a twenty-five dollar (\$25.00) fee for a change of status to place his or her license or certificate in inactive status. A license or certificate holder in inactive status shall continue to pay the one hundred dollar (\$100.00) biennial renewal fee. A licensee or certificate holder shall also submit an application to place his or her license or certificate back in active status.

- (2) An inactive license or certificate holder may not engage in any real estate appraisal activity or make any misrepresentation of his or her status. Any violation of this paragraph constitutes grounds for discipline pursuant to Tenn. Code Ann. §62-39-326.
- (3) In order for a licensee or certificate holder to reactivate his or her license or certificate from an inactive status to an active status, he or she shall pay a fee of twenty-five dollars (\$25.00) plus all applicable fees and shall also present proof of having completed a minimum of the seven (7) hour National Uniform Standards of Professional Appraisal Practice Course within the preceding two (2) years, in addition to the required cumulative continuing education for the entire lapsed period.

2. Registered Trainee

- Application and Registration fee: \$125 fee.
- Renewal fee: \$125 every two (2) years.
- TCA §62-39-304 states that as a prerequisite to making application for licensure as a state-licensed real estate appraiser, a state-certified residential real estate appraiser or a state-certified general appraiser, an applicant must register as a real estate appraiser trainee, in addition to all other lawful requirements, then demonstrate two (2) years of service under a state-certified residential real estate appraiser or a state-certified general real estate appraiser as a real estate appraiser trainee or equivalent experience as determined by the commission and in compliance with the Uniform Standards of Professional Appraisal Practice promulgated by the appraisal standards board of the appraisal foundation.
- Rule 1255-01-.12 set the requirements:
 - Application. An applicant for registration as a real estate appraiser trainee shall successfully complete the following requirements prior to obtaining registration:
 - (a) Obtain and complete the required application form from the Commission.
 - (b) Provide proof on the application form showing that he or she has obtained a high school diploma or its equivalent.
 - (c) Provide on the application form the name and certificate number of the certified real estate appraiser under whose direct supervision the applicant will serve.
 - (d) Provide the business address of his or her supervising appraiser and use that address as his or her business address. If an applicant has more than one (1) supervising appraiser, then the applicant shall use the business address of at least one (1) of his or her supervising appraisers.

- (e) Complete an approved thirty (30)-hour course in Appraisal Principles, an approved thirty (30)-hour course in Practices and Procedures, and the fifteen (15)-hour National Uniform Standards of Professional Appraisal Practice Course.
 - (f) On or after January 1, 2015, registered trainees shall be required to complete a seven (7) hour course that, at a minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers. The course is to be completed by the registered trainee prior to application.
 - (g) Submit with the application a nonrefundable application and registration fee of one hundred twenty-five dollars (\$125.00).
- Upon receipt of a properly completed application form with the required aforementioned documentation and the required fee, the Commission shall review the application to determine whether to issue the applicant a real estate appraiser trainee registration certificate and number.
- Education. Before registration, an applicant for trainee registration shall complete seventy-five (75) hours of courses in subjects related to real estate appraisal, which shall include, but shall not be limited to coverage of the Uniform Standards of Professional Appraisal Practice (hereinafter, "course credit"). An applicant shall complete the required course credit as a prerequisite to applying for registration as a registered trainee. All applicants shall submit evidence of completion of a minimum of an approved thirty (30)-hour course in Appraisal Principles, an approved thirty (30)-hour course in Practices and Procedures, and the fifteen (15)-hour National Uniform Standards of Professional Appraisal Practice Course. An applicant shall also ensure that his or her course credit complies with the following:
 - (a) A course hour is defined as fifty (50) minutes of teaching out of each sixty (60) minute segment.
 - (b) An applicant may obtain course credit only where the minimum length of the education offering is fifteen (15) hours and the individual successfully completes the examination pertinent to that educational offering.
 - (c) An applicant may obtain course credit from the following:
 1. colleges or universities;
 2. community or junior colleges;
 3. real estate appraisal or real estate related organizations;
 4. proprietary schools; and

- 5. other providers approved by the Commission.
- (d) An applicant shall obtain course credit within the five (5)-year period immediately preceding an applicant's submission of his or her application for registration as a registered trainee.
- (e) The content for courses shall include, but is not limited to, coverage of the following real estate appraisal related topics:
 - 1. influences on real estate value;
 - 2. legal considerations in appraisals;
 - 3. types of value;
 - 4. economic principles;
 - 5. real estate markets and analysis;
 - 6. valuation process;
 - 7. property description;
 - 8. highest and best use analysis;
 - 9. appraisal statistical concepts;
 - 10. sales comparison approach;
 - 11. site value;
 - 12. cost approach;
 - 13. income approach;
 - 14. valuation of partial interests; and
 - 15. appraisal standards and ethics.
- Experience.
 - (a) There is no experience prerequisite for an applicant to become a registered trainee.
 - (b) A registered trainee may have more than one (1) supervising appraiser.
 - (c) A registered trainee shall be subject to direct supervision by a supervising appraiser who shall be a state certified residential real estate appraiser or a state certified general real estate appraiser in good standing.
 - (d) A registered trainee shall only appraise those properties which the supervising appraiser is permitted to appraise.
 - (e) If a trainee's registration has expired or the trainee is no longer under the supervision of a state certified residential or state certified general real estate appraiser, then the registered trainee shall not perform the duties as a registered trainee until he or she submits an affidavit on a form provided by the Commission which states that he or she has a supervising appraiser. The registered trainee's supervising appraiser shall sign the affidavit stating that he or she is the supervising appraiser responsible for the registered trainee.

- (f) A registered trainee shall maintain an appraisal log of his or her experience, shall maintain a separate appraisal log for each supervising appraiser, and shall, at a minimum, include the following in the appraisal log:
 1. type of property;
 2. date of report;
 3. address of appraised property;
 4. description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;
 5. number of actual work hours by the trainee/applicant on the assignment, up to the maximum allotted by property type;
 6. client name and address; and
 7. signature and State certification number of the supervising appraiser.
- (g) A registered trainee may conduct property inspections alone (without being accompanied by the supervising appraiser) only after completing five hundred (500) hours of acceptable experience. In order to conduct property inspections pursuant to this paragraph, the registered trainee shall submit a form to the Commission on which both the registered trainee and the supervising appraiser shall certify the experience.
- (h) A registered trainee shall comply with the Uniform Standards of Professional Appraisal Practice.
- Examination.
 - (a) There is no examination prerequisite for an applicant to become a registered trainee.
 - (b) Once the registered trainee has completed all of the required qualifying education and experience, then the trainee may submit his or her application for license or certificate. The Commission office shall not process an applicant's application if the required qualifying education and experience have not been satisfied or if the application is incomplete. The Commission office shall keep an incomplete application active for six (6) months, unless the applicant requests an extension in writing to the Commission.
- Renewal.
 - (a) A registered trainee's registration shall expire two (2) years after the date of issuance.
 - (b) A registered trainee must renew his or her registration, at least thirty (30) days prior to its expiration, by filing the

prescribed form with the Commission and paying a renewal fee of one hundred twenty-five dollars (\$125.00).

- (c) If a registered trainee fails to file the prescribed form and pay the renewal fee within thirty (30) days prior to its expiration, the registered trainee may, upon payment of a one hundred dollar (\$100.00) late renewal penalty in addition to the renewal fee, apply for renewal. No late renewal will be granted if more than six (6) months has passed since the expiration of the registered trainee's registration. The registered trainee may then reapply to be a registered trainee.

- Continuing Education.

- (a) A registered trainee who remains in the classification of registered trainee in excess of two (2) years shall be required to obtain a minimum of twenty-eight (28) classroom hours of instruction in courses, seminars, workshops, or conferences approved by the Commission prior to the next renewal period (hereinafter, "continuing education").
- (b) As part of a registered trainee's continuing education, a registered trainee shall complete the seven (7) hour National Uniform Standards of Professional Appraisal Practice Course at least once every two (2) years as defined and required by rule 1255-04-.01(2).
- (c) A classroom hour is defined as fifty (50) minutes of actual instruction for each sixty (60) minute segment.
- (d) The Commission may grant continuing education credit only where the length of the educational offering is at least two (2) hours.
- (e) An applicant may obtain continuing education credit from the following:
 1. colleges or universities;
 2. community or junior colleges;
 3. real estate appraisal or real estate related organizations;
 4. state or federal agencies or commissions;
 5. proprietary schools; and
 6. other providers approved by the Commission.
- (f) The Commission may grant continuing education credit for educational offerings which are consistent with the purpose of continuing education stated in subparagraph (g) below and cover real estate appraisal topics such as the following:
 1. ad valorem taxation;
 2. arbitration;

3. business courses related to practice of real estate appraisal;
 4. construction estimating;
 5. ethics and standards of professional practice;
 6. land use planning, zoning and taxation;
 7. management, leasing, brokerage and timesharing;
 8. property development;
 9. real estate appraisal (valuations/evaluations);
 10. real estate law;
 11. real estate litigation;
 12. real estate financing and investment;
 13. real estate appraisal related computer applications;
 14. real estate securities and syndication; and
 15. real property exchange.
- (g) The purpose of continuing education is to ensure that a registered trainee participates in a program that maintains and increases his or her skill, knowledge, and competency in real estate appraisal.
 - Each registered trainee shall notify the Commission of such registered trainee's current residence and principal place of business, all mailing and other addresses at which the registered trainee is currently engaged in the business of assisting in the preparation of real estate appraisal reports, and the name of the registered trainee's supervising appraiser(s). When a registered trainee changes any of the above addresses or supervising appraiser(s), the registered trainee shall notify the Commission, in writing, of such change within thirty (30) days thereafter.
 - No registered trainee may represent him or herself as a licensed or certified appraiser or use the appellation "State Licensed Real Estate Appraiser," "State Certified Residential Real Estate Appraiser," "State Certified General Real Estate Appraiser," or any form thereof, or do any other act which gives or is designed to give the impression that the registered trainee is a licensed or certified real estate appraiser.
 - As stated above in Rule 1255-01-.12 there is no exam requirement.
 - There is no fingerprinting/background check requirement.
 - There is no insurance or bond requirement.

3. State Certified Residential Appraiser

- According to TCA §62-39-302, a state certified residential appraiser shall be authorized to appraise all properties that a state licensed appraiser may appraise and also all residential real property consisting of one (1) to four (4) units.
- Application fee: \$125.
- Certification fee: \$350.
- Renewal fee: \$350 every two (2) years.
- Upgrade fee: \$125.
- Rule 1255-01-.07 sets the qualifications for a state certified residential appraiser:
 - An applicant applying for a state certified residential real estate appraiser certification shall first register as a real estate appraiser trainee, or be a licensed or certified general real estate appraiser. The applicant shall then satisfy all of the following education, experience, and examination requirements:
 - (a) General Education. An applicant shall satisfy the following general education requirements as a prerequisite for certification as a state certified residential real estate appraiser:
 1. Bachelor's degree or higher.
 - (b) Appraisal Education. An applicant shall satisfy the following appraisal education requirements as a prerequisite to sit for the state certified residential appraiser examination:
 1. Two hundred (200) classroom hours of courses in subjects related to real estate appraisal (hereinafter "qualifying education requirement"). These modules shall include:
 - (i) Successful completion of fifteen (15) hours of the National Uniform Standards of Professional Appraisal Practice Course or its equivalent. Equivalency shall be determined through the Appraiser Qualifications Board Course Approval Program or by an alternate method established by the Appraiser Qualifications Board;
 - (I) The Commission shall grant an applicant credit toward the qualifying education requirement for the National Uniform Standards of Professional Appraisal Practice Course only when at least one of the course instructors is an AQB Certified USPAP Instructor

who is also a state certified residential real estate appraiser or state certified general real estate appraiser.

(ii) Successful completion of a thirty (30) hour course in Appraisal Principles;

(iii) Successful completion of a thirty (30) hour course in Appraisal Practice or Procedures;

(iv) Successful completion of a fifteen (15) hour course in Residential Market Analysis and Highest and Best Use;

(v) Successful completion of a fifteen (15) hour course in Residential Appraiser Site Valuation and Cost Approach;

(vi) Successful completion of a thirty (30) hour course in Sales Comparison and Income Approaches;

(vii) Successful completion of a fifteen (15) hour course in Residential Report Writing and Case Studies;

(viii) Successful completion of a fifteen (15) hour course in Statistics, Modeling and Finance;

(ix) Successful completion of a fifteen (15) hour course in Advanced Residential Applications and Case Studies; and

(x) Successful completion of twenty (20) hours of appraisal subject matter electives. These may include hours over minimum shown above in other modules.

2. A course hour is defined as fifty (50) minutes of teaching out of each sixty (60) minute segment.
3. The Commission may grant credit toward the qualifying education requirement only where the length of the educational offering is at least fifteen (15) hours and an applicant successfully completes an examination pertinent to that educational offering.

4. An applicant may obtain credit for the qualifying education requirement from any of the following:

- (i) colleges or universities;

- (ii) community or junior colleges;

- (iii) real estate appraisal or real estate related organizations;

- (iv) state or federal agencies or commissions;

- (v) proprietary schools;

- (vi) other providers approved by the Commission; and

- (vii) The Appraisal Foundation or its Boards.

5. The qualifying education requirement may include the one hundred fifty (150) hour qualifying education requirement for the state licensed real estate appraiser classification.

6. An applicant may refer to Chapter 1255-02 Evaluation of Education for further delineation of the qualifying education requirements.

7. In the event of a denial, an applicant for certification may file a written request for reconsideration with the Commission, appealing the Commission's evaluation of the applicant's education. The Commission shall consider the filed written request for reconsideration and reevaluate the applicant's education. In the event that the applicant's application for certification is denied after the education reevaluation, then the denial shall not create a contested case proceeding (as defined by the Tennessee Administrative Procedures Act, T.C.A., Title 4, Chapter 5) and the applicant may then reapply for certification.

- (c) Foreign Education. An applicant seeking to satisfy the general education requirements for a state certified residential appraiser credential with college level education from a foreign institution shall have their education evaluated for equivalency by an accredited, degree- granting domestic college or university, The American Association of Collegiate Registrars

and Admissions Officers (AACRAO), a foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES), or a foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

- (d) Experience. An applicant shall satisfy the following experience requirements as a prerequisite for certification as a state certified residential real estate appraiser:
 1. An applicant shall complete a minimum of two thousand five hundred (2,500) hours of appraisal experience over a period of at least twenty-four (24) months. The Commission shall treat the hours accumulated over the twenty-four (24) months as cumulative. A registered trainee applicant shall complete the minimum of twenty-four (24) months of appraisal experience under the direct supervision of an appraiser certified by a real estate appraiser commission or board in any state. The experience must be sufficient to indicate to the Commission that the applicant is competent in the Uniform Standards of Professional Appraisal Practice.
 2. The applicant may also obtain equivalent experience. The Commission shall determine what is considered equivalent experience, which demonstrates the applicant's competence in the Uniform Standards of Professional Appraisal Practice. Equivalent experience shall be limited to the following:
 - (i) A minimum of twenty-four (24) months of experience as a licensed or certified real estate appraiser in another state, territory or possession of the United States, or in any country; provided, that the applicant has otherwise met all other requirements of Title 62, Chapter 39, and the rules promulgated by the Commission.
 3. An applicant shall provide to the Commission a detailed listing of the types of real estate appraisal reports or file memoranda completed by the applicant for each twelve

(12)-month period during which the applicant claims that he or she has gained experience. Separate appraisal logs shall be maintained for each supervisory appraiser, if applicable. The applicant shall provide verification for experience credit claimed on forms prescribed by the Commission which shall include the following information:

(i) type of property;

(ii) date of report;

(iii) address of appraised property;

(iv) description of work performed by the trainee/applicant and scope of the

review and supervision of the supervising appraiser;

(v) number of actual work hours by the trainee/applicant on the assignment;

(vi) client name and address; and,

(vii) signature and State certification number of the supervising appraiser, if applicable.

4. No experience credit will be granted that was obtained prior to January 30, 1989. An applicant shall submit sufficient recent experience to demonstrate the ability to apply the current Uniform Standards of Professional Appraisal Practice provisions.
5. There is no minimum number of hours that must have been obtained in any one (1) twelve (12)-month period.
 - (e) Examination. An applicant shall successfully complete the Appraiser Qualifications Board endorsed Uniform State Certified Residential Real Property Appraiser Examination. An applicant must obtain certification designation within twenty-four (24) months from the date of obtaining a passing score on the exam.
 - (f) Once the applicant has completed all of the required qualifying education and experience, then the applicant may submit his or her application for certification. The Commission office shall not process an applicant's application if the required qualifying education and experience have not been satisfied or

if the application is incomplete. The Commission office shall keep an incomplete application active for six (6) months, unless the applicant requests an extension in writing to the Commission.

- (g) An applicant applying for a State Certified Residential Appraiser certification who holds a current State Licensed Appraiser credential may satisfy the educational requirements for the State Certified Residential Real Estate Appraiser credential by completing the following additional educational hours:
 1. Successful completion of a fifteen (15) hour course in Statistics, Modeling and Finance;
 2. Successful completion of a fifteen (15) hour course in Advanced Residential Applications and Case Studies; and
 3. Successful completion of twenty (20) hours of appraisal subject matter electives. These may include hours over the minimum shown above in other modules.
 - (h) An applicant applying for a State Certified Residential Appraiser certification pursuant to subparagraph (g) must also satisfy the college-level educational requirements as specified in 1255-01-.07(1)(a).
- As stated above, there is an exam requirement.
 - There is no age requirement.
 - The continuing education requirement is set by Rule 1255-04-.01:
 - As a prerequisite to renewal of a real estate appraiser license or certificate, the licensee or certificate holder shall complete at least twenty-eight (28) hours of continuing education instruction approved by the Commission during each renewal period, which is every two (2) years (hereinafter “continuing education”).
 - (a) A course hour is defined as fifty (50) minutes of teaching out of each sixty (60) minute segment.
 - (b) The Commission will grant credit toward the continuing education requirement only where the length of the educational offering is at least two (2) hours.
 - (c) A state licensed, state certified residential or a state certified general real estate appraiser may obtain credit for the continuing education requirement from the following:
 1. colleges or universities
 2. community or junior colleges
 3. real estate appraisal or real estate related organizations

4. state or federal agencies or commissions
 5. proprietary schools
 6. other providers approved by the Commission
 7. The Appraisal Foundation or its Boards.
- (d) The Commission may grant credit for educational offerings which cover real estate appraisal related topics, such as the following, which are consistent with the purpose of continuing education:
 1. ad valorem taxation
 2. arbitration, dispute resolution
 3. courses related to practice of real estate appraisal or consulting
 4. development cost estimating
 5. ethics and standards of professional practice, USPAP
 6. land use planning, zoning, taxation
 7. management, leasing, timesharing
 8. property development, partial interests
 9. real estate law, easements, and legal interests
 10. real estate litigation, damages, condemnation
 11. real estate financing and investment
 12. real estate appraisal related computer applications
 13. real estate securities and syndication
 14. developing opinions of real property value in appraisals that also include personal property and/or business value;
 15. seller concessions and impact on value; and/or
 16. energy efficient items and “green building” appraisals.
 - All licensees and certificate holders shall successfully complete the seven (7)-hour National Uniform Standards of Professional Appraisal Practice Update Course, or its equivalent, a minimum of once every two (2) years. Equivalency shall be determined through the Appraisal Qualifications Board Course Approval Program. The seven (7)-hour National Instructor Recertification Course for Uniform Standards of Professional Appraisal Practice shall fulfill the seven (7) hour continuing education requirement for AQB approved instructors of the National Uniform Standards of Professional Appraisal Practice.
 - The Commission shall grant continuing education credit for the National Uniform Standards of Professional Appraisal Practice Update Course only when at least one of the instructors is an Appraiser Qualifications Board Certified Instructor and a state certified general or residential real estate appraiser.

- The Commission shall grant continuing education credit for any course that a licensee has taken more than once if the course has undergone a significant update or if the licensee has not taken the course in the last five (5) years.
- Seminars.
 - (a) The Commission may offer seminars to the licensees for which fees, as appropriate, may be collected to cover costs.
 - (b) These seminars may be used by the licensees for continuing education credit.
 - (c) These seminars may include, but are not limited to the following subjects: laws and rules, policies and Uniform Standards of Professional Appraisal Practice.
- The purpose of continuing education is to ensure that the appraiser participates in a program that maintains and increases his or her skill, knowledge and competency in real estate appraisal.
- The Commission may grant up to one half (1/2) of an individual's continuing education credit for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities which the Commission determines are equivalent to obtaining continuing education. Credit for instructing any given course or seminar can only be awarded once during a continuing education cycle.
- There is a fingerprinting/background check requirement set by TCA §62-39-301 (d) (1).
- There is no insurance or bond requirement.
- Rule 1255-7-.01 establishes a process where a licensee or certificate holder may apply for "Inactive Status":
 - A licensee or certificate holder shall submit an application obtained from the Commission office accompanied by a twenty-five dollar (\$25.00) fee for a change of status to place his or her license or certificate in inactive status. A license or certificate holder in inactive status shall continue to pay the one hundred dollar (\$100.00) biennial renewal fee. A licensee or certificate holder shall also submit an application to place his or her license or certificate back in active status.
 - An inactive license or certificate holder may not engage in any real estate appraisal activity or make any misrepresentation of his or her status. Any violation of this paragraph constitutes grounds for discipline pursuant to Tenn. Code Ann. §62-39-326.
 - In order for a licensee or certificate holder to reactivate his or her license or certificate from an inactive status to an active status, he or

she shall pay a fee of twenty-five dollars (\$25.00) plus all applicable fees and shall also present proof of having completed a minimum of the seven (7) hour National Uniform Standards of Professional Appraisal Practice Course within the preceding two (2) years, in addition to the required cumulative continuing education for the entire lapsed period.

4. State Certified General Appraiser

- According to TCA §62-39-302, a state certified general appraiser shall have no transaction value limits on the appraiser's appraisal practice.
- Application fee: \$125.
- Certification fee: \$350.
- Renewal fee: \$350 every two (2) years.
- Rule 1255-01-.08 sets the qualifications for a state certified general appraiser:
 - An applicant applying for a state certified general real estate appraiser license shall first register as a real estate appraiser trainee, or be a licensed or certified residential real estate appraiser, and complete the experience requirements established in rule 1255-01-.12 and shall then satisfy the following education, experience, and examination requirements as a prerequisite for certification:
 - (a) General Education. An applicant shall satisfy the following general education requirements as a prerequisite for certification as a state certified general real estate appraiser:
 1. Bachelor's degree or higher.
 - (b) Appraisal Education. An applicant shall satisfy the following appraisal education requirements as a prerequisite to sit for the state certified general appraiser examination:
 1. Three hundred (300) classroom hours of courses in subjects related to real estate appraisal. These modules shall include (hereinafter "qualifying education requirement"):
 - (i) Fifteen (15) hours of the three hundred (300) hours must include the successful completion of the National Uniform Standards of Professional Appraisal Practice Course or its equivalent. Equivalency shall be determined through the Appraiser Qualifications Board Course Approval Program or by an alternate method established by the Appraiser Qualifications Board;
 - (II) The Commission shall grant an applicant credit toward the qualifying education

requirement for the National Uniform Standards of Professional Appraisal Practice Course only when at least one of the course instructors is an AQB Certified USPAP Instructor who is also a state certified residential real estate appraiser or state certified general real estate appraiser.

(ii) Successful completion of a thirty (30) hour course in Appraisal Principles;

(iii) Successful completion of a thirty (30) hour course in Appraisal Practice or Procedures;

(iv) Successful completion of a thirty (30) hour course in General Appraiser Market Analysis and Highest and Best Use;

(v) Successful completion of a fifteen (15) hour course in Statistics, Modeling and Finance;

(vi) Successful completion of a thirty (30) hour course in General Appraiser Sales Comparison Approach;

(vii) Successful completion of a thirty (30) hour course in General Appraiser Site Valuation and Cost Approach;

(viii) Successful completion of a sixty (60) hour course in General Appraiser Income Approach;

(ix) Successful completion of a thirty (30) hour course in General Appraiser Report Writing and Case Studies; and

(x) Successful completion of thirty (30) hours of appraisal subject matter electives. These may include hours over minimum shown above in other modules.

2. A course hour is defined as fifty (50) minutes of teaching out of each sixty (60) minute segment.
3. An applicant's qualifying education requirement may include the one hundred fifty (150) classroom hour

requirement for the licensed real estate appraiser classification or the two hundred (200) hour requirement for the certified residential real estate appraiser classification.

4. The Commission may grant an applicant credit toward the qualifying education requirement only where the length of the educational offering is at least fifteen (15) hours and the applicant successfully completes an examination pertinent to that educational offering.
5. An applicant may obtain credit for the qualifying education requirement from the following:
 - (i) colleges or universities;
 - (ii) community or junior colleges;
 - (iii) real estate appraisal or real estate related organizations;
 - (iv) state or federal agencies or commissions;
 - (v) proprietary schools;
 - (vi) other providers approved by the Commission; and
 - (vii) The Appraisal Foundation or its Boards.
6. An applicant should refer to Chapter 1255-02 Evaluation of Education for further delineation of educational requirements.
7. In the event that an applicant is denied, then an applicant for certification may file a written request for reconsideration with the Commission, appealing the Commission's evaluation of his or her education. The Commission shall consider the filed written request for reconsideration and reevaluate the applicant's education. In the event that the applicant's application for certification is denied after the education reevaluation, then the denial shall not create a contested case proceeding (as defined by the Tennessee Administrative Procedures Act, T.C.A., Title 4, Chapter 5) and the applicant may then reapply for certification.

- (c) Foreign Education. An applicant seeking to satisfy the general education requirements for a state certified general appraiser credential with college level education from a foreign institution shall have their education evaluated for equivalency by an accredited, degree-granting domestic college or university, The American Association of Collegiate Registrars and Admissions Officers (AACRAO), a foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES) or a foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.
- (d) Experience. An applicant must satisfy the following experience requirements as a prerequisite for certification as a state certified general real estate appraiser:
 1. An applicant shall complete three thousand (3,000) hours of appraisal experience over a period of at least thirty (30) months preceding the date of the applicant's application to the Commission and the Commission shall treat the hours as cumulative. A registered trainee applicant shall complete the minimum of thirty (30) months of appraisal experience under the direct supervision of an appraiser certified by a real estate appraiser commission or board in any state. The experience must be sufficient to indicate to the Commission that the applicant is competent in the Uniform Standards of Professional Appraisal Practice.
 2. An applicant may obtain equivalent experience. The Commission shall determine what is considered equivalent experience, which demonstrates the applicant's competence in the Uniform Standards of Professional Appraisal Practice. Equivalent experience shall be limited to the following:
 - (i) A minimum of thirty (30) months of experience as a licensed or certified real estate appraiser in another state, territory or possession of the United States, or in any country; provided, that the applicant has otherwise met all requirements of

Title 62, Chapter 39, and the rules promulgated by the Commission.

3. An applicant shall complete at least one thousand five hundred (1,500) hours of the total three thousand (3,000) hours in non-residential appraisal work. Residential means one (1) to four (4) residential units. An applicant shall ensure that his or her experience shall satisfactorily demonstrate competence in the cost, income capitalization and direct sales comparison approaches to value.
4. An applicant shall provide to the Commission a detailed listing of the types of real estate appraisal reports or file memoranda completed by the applicant for each twelve (12)-month period during which the applicant claims that he or she has gained experience. Separate appraisal logs shall be maintained for each supervisory appraiser, if applicable. The applicant shall provide verification for experience credit claimed on forms prescribed by the Commission, which shall include the following information:
 - (i) type of property;
 - (ii) date of report;
 - (iii) address of appraised property;
 - (iv) description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;
 - (v) number of actual work hours by the trainee/applicant on the assignment, up to the maximum allotted by property type;
 - (vi) client name and address; and
 - (vii) signature and State certification number of the supervising appraiser, if applicable.
5. No experience credit will be granted that was obtained prior to January 30, 1989. An applicant shall submit sufficient recent experience to demonstrate the ability

to apply the current Uniform Standards of Professional Appraisal Practice provisions.

6. There is no minimum number of hours that must have been obtained in any one (1) twelve (12)-month period.
- (e) Examination. An applicant shall successfully complete the Appraiser Qualifications Board endorsed Uniform State Certified General Real Property Appraiser Examination. An applicant must obtain licensure or certification designation within twenty-four (24) months from the date of obtaining a passing score on the exam.
 - (f) Once the applicant has completed all of the required qualifying education and experience, then the applicant may submit his or her application for certification. The Commission office shall not process an applicant's application if the required qualifying education and experience have not been satisfied or if the application is incomplete. The Commission office shall keep an incomplete application active for six (6) months, unless the applicant requests an extension in writing to the Commission.
 - (g) An applicant applying for a State Certified General Appraiser certification who holds a current State Licensed Appraiser credential may satisfy the educational requirements for the State Certified General Appraiser credential by completing the following additional educational hours:
 1. Successful completion of a thirty (30) hour General Appraiser Market Analysis and Highest and Best Use course;
 2. Successful completion of a thirty (30) hour General Appraiser Site Valuation and Cost Approach course;
 3. Successful completion of a thirty (30) hour General Appraiser Sales Comparison Approach course;
 4. Successful completion of a thirty (30) hour General Report Writing and Case Studies course;
 5. Successful completion of a fifteen (15) hour Statistics, Modeling and Finance course; and
 6. Successful completion of a sixty (60) hour General Appraiser Income Approach course.
 - (h) An applicant applying for a State Certified General Appraiser certification who holds a current State Certified Residential Appraiser credential may satisfy the educational requirements for the State Certified General Appraiser credential by completing the following additional educational hours:

1. Successful completion of a thirty (30) hour General Appraiser Market Analysis and Highest and Best Use course;
 2. Successful completion of a thirty (30) hour General Appraiser Sales Comparison Approach course;
 3. Successful completion of a thirty (30) hour Site Valuation and Cost Approach course;
 4. Successful completion of a sixty (60) hour General Appraiser Income Approach course; and
 5. Successful completion of a thirty (30) hour General Appraiser Report Writing and Case Studies course.
- (i) An applicant applying for a State Certified General Appraiser certification pursuant to subparagraph (g) must also satisfy the college-level educational requirements as specified in 1255-01-.08(1)(a).
- As stated above, there is an exam requirement.
 - There is no age requirement.
 - The continuing education requirement is set by Rule 1255-04-.01:
 - As a prerequisite to renewal of a real estate appraiser license or certificate, the licensee or certificate holder shall complete at least twenty-eight (28) hours of continuing education instruction approved by the Commission during each renewal period, which is every two (2) years (hereinafter “continuing education”).
 - (a) A course hour is defined as fifty (50) minutes of teaching out of each sixty (60) minute segment.
 - (b) The Commission will grant credit toward the continuing education requirement only where the length of the educational offering is at least two (2) hours.
 - (c) A state licensed, state certified residential or a state certified general real estate appraiser may obtain credit for the continuing education requirement from the following:
 1. colleges or universities
 2. community or junior colleges
 3. real estate appraisal or real estate related organizations
 4. state or federal agencies or commissions
 5. proprietary schools
 6. other providers approved by the Commission
 7. The Appraisal Foundation or its Boards.
 - (d) The Commission may grant credit for educational offerings which cover real estate appraisal related topics, such as the

following, which are consistent with the purpose of continuing education:

1. ad valorem taxation
 2. arbitration, dispute resolution
 3. courses related to practice of real estate appraisal or consulting
 4. development cost estimating
 5. ethics and standards of professional practice, USPAP
 6. land use planning, zoning, taxation
 7. management, leasing, timesharing
 8. property development, partial interests
 9. real estate law, easements, and legal interests
 10. real estate litigation, damages, condemnation
 11. real estate financing and investment
 12. real estate appraisal related computer applications
 13. real estate securities and syndication
 14. developing opinions of real property value in appraisals that also include personal property and/or business value;
 15. seller concessions and impact on value; and/or
 16. energy efficient items and “green building” appraisals.
- All licensees and certificate holders shall successfully complete the seven (7)-hour National Uniform Standards of Professional Appraisal Practice Update Course, or its equivalent, a minimum of once every two (2) years. Equivalency shall be determined through the Appraisal Qualifications Board Course Approval Program. The seven (7)-hour National Instructor Recertification Course for Uniform Standards of Professional Appraisal Practice shall fulfill the seven (7) hour continuing education requirement for AQB approved instructors of the National Uniform Standards of Professional Appraisal Practice.
 - The Commission shall grant continuing education credit for the National Uniform Standards of Professional Appraisal Practice Update Course only when at least one of the instructors is an Appraiser Qualifications Board Certified Instructor and a state certified general or residential real estate appraiser.
 - The Commission shall grant continuing education credit for any course that a licensee has taken more than once if the course has undergone a significant update or if the licensee has not taken the course in the last five (5) years.
 - Seminars.
 - (a) The Commission may offer seminars to the licensees for which fees, as appropriate, may be collected to cover costs.

- (b) These seminars may be used by the licensees for continuing education credit.
 - (c) These seminars may include, but are not limited to the following subjects: laws and rules, policies and Uniform Standards of Professional Appraisal Practice.
- The purpose of continuing education is to ensure that the appraiser participates in a program that maintains and increases his or her skill, knowledge and competency in real estate appraisal.
- The Commission may grant up to one half (1/2) of an individual's continuing education credit for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities which the Commission determines are equivalent to obtaining continuing education. Credit for instructing any given course or seminar can only be awarded once during a continuing education cycle.
- There is a fingerprinting/background check requirement set by TCA §62-39-301 (d) (1).
- There is no insurance or bond requirement.
- Rule 1255-7-.01 establishes a process where a licensee or certificate holder may apply for "Inactive Status":
 - A licensee or certificate holder shall submit an application obtained from the Commission office accompanied by a twenty-five dollar (\$25.00) fee for a change of status to place his or her license or certificate in inactive status. A license or certificate holder in inactive status shall continue to pay the one hundred dollar (\$100.00) biennial renewal fee. A licensee or certificate holder shall also submit an application to place his or her license or certificate back in active status.
 - An inactive license or certificate holder may not engage in any real estate appraisal activity or make any misrepresentation of his or her status. Any violation of this paragraph constitutes grounds for discipline pursuant to Tenn. Code Ann. §62-39-326.
 - In order for a licensee or certificate holder to reactivate his or her license or certificate from an inactive status to an active status, he or she shall pay a fee of twenty-five dollars (\$25.00) plus all applicable fees and shall also present proof of having completed a minimum of the seven (7) hour National Uniform Standards of Professional Appraisal Practice Course within the preceding two (2) years, in addition to the required cumulative continuing education for the entire lapsed period.

Real Estate Commission

The Commission was established by TCA Title 62 Chapter 13 Part 2. Exam, age, fingerprinting, renewal and insurance requirements are set by this part of the Tennessee Code.

This Board issues five (5) types of licenses:

1. Broker

- License fee: \$100 fee.
- Renewal fee: \$80 every two (2) years.
- Other fees set by Rule 1260-01-.12:
 - Change of firm address: \$50.
 - Change of Principal Broker: \$25.
 - Transfer of affiliation or transfer in or out of retirement status: \$25.
 - Commission manual: \$10.
 - Certified copies: \$1.
 - Copies: \$.25 per page.
 - Printouts of licensee information, charges will be based upon the cost of producing said printout.
 - Certification of licensure: \$25.
 - Printouts of licensee continuing education: \$10.
 - Change of name: \$10.
 - Duplicate license: \$10.
- TCA § 62-13-303 requires that an application be accompanied by:
 - Satisfactory proof that the applicant:
 - Is at least eighteen (18) years of age; and
 - Has been a resident of this state for at least forty-five (45) days.
 - Certification of satisfactory completion by the applicant of one hundred twenty (120) classroom hours in real estate, before or after receipt of an affiliate broker's license, at a school, college or university approved by the commission, including thirty (30) classroom hours covering office or brokerage management; and
 - If the applicant was licensed as an affiliate broker after May 12, 1988, satisfactory proof that the applicant has held an active real estate license for at least thirty-six (36) months, or, if the applicant holds a baccalaureate degree with a major in real estate, for at least twenty-four (24) months; or
 - If the applicant was licensed as an affiliate broker on or before May 12, 1988, satisfactory proof that the applicant has been engaged as a real estate licensee for at least twenty-four (24) months, or, if the applicant holds a baccalaureate degree with a major in real estate, for at least twelve (12) months.

- There is an exam requirement set by TCA § 62-13-304.
- As stated above, there is an age requirement.
- The continuing education requirement is set by TCA § 62-13-303 (h):
 - Within a period of three (3) years from the date of issuance of an original broker's license, the licensee shall, as a requisite for the reissuance of the license, furnish certification of satisfactory completion of an additional one hundred twenty (120) classroom hours in real estate at any school, college or university approved by the commission. Beginning with the license period immediately following the license period in which the licensee completes the one hundred twenty (120) hours of education specified in this subsection (h), the licensee of a broker's license originally issued after January 1, 2005, every two (2) years shall furnish certification of satisfactory completion of sixteen (16) classroom hours in real estate courses at any school, college or university approved by the commission as a requisite for the reissuance of the license.
- TCA § 62-13-303 (j) requires that an applicant submit a complete set of fingerprints for a background.
- TCA § 62-13-112 requires all licensees to carry errors and omissions insurance.
- There is no bond requirement.
- The process for a licensee to retire their license is set out in TCA § 62-13-318. The fee to transfer in or out of retirement status is \$25, which is set by Rule 1260-01-.12.

2. Affiliate Broker

- License fee: \$100 fee.
- Renewal fee: \$80 every two (2) years.
- Other fees set by Rule 1260-01-.12:
 - Change of firm address: \$50.
 - Change of Principal Broker: \$25.
 - Transfer of affiliation or transfer in or out of retirement status: \$25.
 - Commission manual: \$10.
 - Certified copies: \$1.
 - Copies: \$.25 per page.
 - Printouts of licensee information, charges will be based upon the cost of producing said printout.
 - Certification of licensure: \$25.
 - Printouts of licensee continuing education: \$10.
 - Change of name: \$10.
 - Duplicate license: \$10.
- TCA § 62-13-303 states that

- All applicants for an affiliate real estate broker's license must provide adequate proof to the commission that they have a high school degree or a general educational development (GED(R)) certificate.
- All affiliate brokers must complete a Tennessee real estate commission-approved thirty (30) hours of education in specified areas, including contract writing, handling consumer deposits, listing property, agency disclosures or other areas designated by the commission within six (6) months of obtaining their affiliate broker's license. Notwithstanding any other provision contained in this chapter, if the required thirty (30) hours of education are not obtained and proof of compliance provided to the commission within the six-month period, the affiliate broker's license shall automatically expire at the end of the six-month period.
- TCA § 62-13-303 requires that an application be accompanied by:
 - Satisfactory proof that the applicant:
 - Is at least eighteen (18) years of age; and
 - Has been a resident of this state for at least forty-five (45) days.
 - Certification of satisfactory completion by the applicant of sixty (60) classroom hours in real estate at a school, college or university approved by the commission, including thirty (30) classroom hours covering the basic principles of real estate.
 - A sworn statement by the broker with whom the applicant desires to be affiliated certifying that, in the broker's opinion, the applicant is honest and trustworthy and that the broker will actively supervise and train the applicant during the period the license remains in effect.
- There is an exam requirement set by TCA § 62-13-304.
- As stated above, there is an age requirement.
- The continuing education requirement is set by TCA § 62-13-303 (g):
 - Every two (2) years, as a requisite for the reissuance of an affiliate broker's license originally issued on or after July 1, 1980, the affiliate broker shall furnish certification of satisfactory completion of sixteen (16) classroom hours in real estate courses at any school, college or university approved by the commission.
- TCA § 62-13-303 (j) requires that an applicant submit a complete set of fingerprints for a background.
- TCA § 62-13-112 requires all licensees to carry errors and omissions insurance.
- There is no bond requirement.
- The process for a licensee to retire their license is set out in TCA § 62-13-318. The fee to transfer in or out of retirement status is \$25, which is set by Rule 1260-01-.12.

3. Time-share Salesperson

- License fee: \$100 fee.
- Renewal fee: \$80 every two (2) years.
- Other fees set by Rule 1260-01-.12:
 - Change of firm address: \$50.
 - Change of Principal Broker: \$25.
 - Transfer of affiliation or transfer in or out of retirement status: \$25.
 - Commission manual: \$10.
 - Certified copies: \$1 per page.
 - Copies: \$.25) per page.
 - Printouts of licensee information, charges will be based upon the cost of producing said printout.
 - Certification of licensure: \$25.
 - Printouts of licensee continuing education: \$10.
 - Change of name: \$10.
 - Duplicate license: \$10.
- TCA § 62-13-303 requires that an application be accompanied by:
 - Satisfactory proof that the applicant:
 - Is at least eighteen (18) years of age; and
 - Has been a resident of this state for at least forty-five (45) days.
 - Certification of satisfactory completion by the applicant of sixty (60) classroom hours in real estate at a school, college or university approved by the commission, including thirty (30) classroom hours covering the basic principles of real estate.
 - A sworn statement by the broker with whom the applicant desires to be affiliated certifying that, in the broker's opinion, the applicant is honest and trustworthy and that the broker will actively supervise and train the applicant during the period the license remains in effect.
 - Certification, by the broker with whom the applicant desires to be affiliated, stating that the applicant has completed a thirty (30) hour training program consisting of instruction in the fundamentals of the Tennessee Time-Share Act, compiled in title 66, chapter 32, part 1, and related topics.
- There is an exam requirement set by TCA § 62-13-304.
- As stated above, there is an age requirement.
- There are no continuing education requirements.
- TCA § 62-13-303 (d) requires that an applicant submit a complete set of fingerprints for a background.
- TCA § 62-13-112 requires all licensees to carry errors and omissions insurance.
- There is no bond requirement.

- The process for a licensee to retire their license is set out in TCA § 62-13-318. The fee to transfer in or out of retirement status is \$25, which is set by Rule 1260-01-.12.

4. Acquisition Agent

- License fee: \$100 fee.
- Renewal fee: \$80 every two (2) years.
- Other fees set by Rule 1260-01-.12:
 - Change of firm address: \$50.
 - Change of Principal Broker: \$25.
 - Transfer of affiliation or transfer in or out of retirement status: \$25.
 - Commission manual: \$10.
 - Certified copies: \$1.
 - Copies: \$.25 per page.
 - Printouts of licensee information, charges will be based upon the cost of producing said printout.
 - Certification of licensure: \$25.
 - Printouts of licensee continuing education: \$10.
 - Change of name: \$10.
 - Duplicate license: \$10.
- TCA § 62-13-303 requires that an application be accompanied by:
 - Satisfactory proof that the applicant:
 - The fees specified in § 62-13-308 for examination and license;
 - Proof satisfactory to the commission that the applicant is at least eighteen (18) years of age; and
 - Proof satisfactory to the commission that the applicant is of good moral character.
- Rule 1260-06-.06 further states:
 - Each acquisition agent shall furnish on the form prescribed by the Commission the following information:
 - Its principal office address and telephone number
 - The name of its responsible managing employee
 - The names and addresses of any affiliated individuals who will act as acquisition agents in its behalf.
 - The time-share program(s) for which it is seeking prospective purchasers.
 - The name and address of the developer of such time-share program(s).
 - The acquisition agent shall promptly report to the Commissioner any change in the information submitted under this rule.
- There is an exam requirement set by TCA § 62-13-304.

- As stated above, there is an age requirement.
- There are no continuing education requirements.
- TCA § 62-13-303 (d) requires that an applicant submit a complete set of fingerprints for a background.
- TCA § 62-13-112 requires all licensees to carry errors and omissions insurance.
- There is no bond requirement.
- The process for a licensee to retire their license is set out in TCA § 62-13-318. The fee to transfer in or out of retirement status is \$25, which is set by Rule 1260-01-.12.

5. Vacation Lodging Service Designated Agent

- License fee: \$100 fee.
- Renewal fee: \$80 every two (2) years.
- TCA § 62-13-104 requires that an application be accompanied by:
 - Satisfactory proof that the applicant:
 - The fees specified in § 62-13-308 for examination and license;
 - Proof satisfactory to the commission that the applicant is at least eighteen (18) years of age; and
 - Proof satisfactory to the commission that the applicant is of good moral character.
- Rule 1260-07-.02 states that in order to obtain a designated agent license, applicants must meet the following prerequisites:
 - Applicants must have obtained a high school diploma or general education diploma;
 - Applicants must have certified proof of completion of eight (8) hours of pre-licensing education; and
 - Applicants shall not be considered for licensure unless two (2) years have passed from the date of expiration of probation, parole or conviction, or from the date of release from incarceration, whichever is longer in time. This restriction shall apply to all felonies, and to misdemeanors which involve the theft of money, services, or property. An applicant who appears before the Commission requesting licensure and who is denied will not be eligible for reconsideration for six (6) months from the date of denial.
- There is no exam requirement.
- There is no age requirement.
- TCA § 62-13-104 sets the continuing education requirements:
 - Every two (2) years, as a requisite for the reissuance of a firm license for a vacation lodging service and for reissuance of the designated agent license, the firm shall furnish certification that the designated agent for

the firm has completed eight (8) classroom hours in training programs approved by the commission.

- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status.

State Board for Licensing Alarm Systems Contractors

Education, exam, age, fingerprinting and insurance requirements are required by TCA Title 62 Chapter 32 Part 3.

Issues three (3) types of Licenses:

1. Alarm Systems Employee

- Application Fee: \$100 fee.
- Renewal fee is \$75 every two (2) years.
- Education requirement is a 3-day course.
- No exam requirement.
- Age requirement: must be at least 18 years of age.
- No continuing education requirement.
- There is a fingerprinting/background check requirement.
- There is a proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

2. Alarm Systems Qualifying Agent

- Application Fee: \$200 plus \$50 per classification.
 - There are four types of classifications: Fire Alarm System, Burglar Alarm System, Monitoring, and Closed Circuit Television.
- Renewal fee is \$100 for a single classification and \$200 for a multiple classification.
- Education requirements:
 - The applicant must hold a four-year baccalaureate degree in electrical engineering, industrial technology, computer engineering, or industrial engineering from an accredited university or college acceptable to the board with at least two (2) years actual experience in the alarm industry;
 - The applicant must hold an associate's degree in engineering technology from an accredited two-year technical college acceptable to the board with at least four (4) years actual experience in the alarm industry; or
 - The applicant must hold current certification by a national training program approved by the board in the field of work to be installed, serviced or monitored and have at least five (5) years of working experience in the alarm industry covering the actual installation of alarms.
- There is an exam requirement.
- There is no age requirement.

- Continuing education requirement: sixteen (16) hours every two (2) years.
- There is a fingerprinting/background check requirement.
- There is a proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

3. Alarm Systems Contractor/Company

- Application Fee: \$500 plus \$50 per classification.
 - There are four types of classifications: Fire Alarm System, Burglar Alarm System, Monitoring, and Closed Circuit Television.
- Renewal fee is \$250 per location for a single classification and \$400 per location for multiple classifications.
- Must have a Designated Qualifying Agent who shall be responsible for the contractor's compliance with State Law.

Alarm Systems	Application Fee	License Fee	Total Minimum Fee	Total Maximum Fee	Minimum Renewal	Maximum Renewal	Renewal Period	Minimum Average Renewal Per Year	Maximum Average Renewal Per Year	Late Renewal Fee
Alabama	\$150.00	\$50.00	\$200.00	\$225.00	\$50.00	\$100.00	2	\$25.00	\$50.00	\$150.00
Arkansas	\$75.00	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	2	\$37.50	\$37.50	\$75.00
Georgia	\$0.00	\$30.00	\$30.00	\$30.00	\$75.00	\$75.00	2	\$37.50	\$37.50	\$25.00
Kentucky	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mississippi	\$0.00	\$150.00	\$150.00	\$150.00	\$50.00	\$50.00	1	\$50.00	\$50.00	\$0.00
Missouri	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
North Carolina	\$150.00	\$375.00	\$525.00	\$525.00	\$375.00	\$375.00	2	\$187.50	\$187.50	\$100.00
Virginia	\$50.00	\$39.00	\$89.00	\$89.00	\$34.00	\$34.00	1	\$34.00	\$187.50	17
Border State Average	\$70.83	\$107.33	\$178.17	\$182.33	\$109.83	\$118.17	1.666666667	\$61.92	\$91.67	\$61.17
Tennessee	\$200.00	\$50.00	\$250.00	\$400.00	\$100.00	\$200.00	2	\$50.00	\$100.00	\$25
California	\$0.00	\$280.00	\$280.00	\$280.00	\$355.00	\$355.00	2	\$177.50	\$177.50	\$140.00
Connecticut	\$155.00	\$120.00	\$275.00	\$275.00	\$120.00	\$120.00	1	\$120.00	\$120.00	\$0.00
Wyoming	\$0.00	\$100.00	\$100.00	\$100.00	\$50.00	\$50.00	3	\$16.67	\$16.67	\$0.00

Employee Registration(support/monitor)	Employee Registration(support/monitor) Renewal	Employee Registration Renewal Per Year	Employee Late Renewal Fee	Insurance	Continuing Education	Continuing Education Per Year	Board Membership	Board Membership Non Public Members	Percentage of Board of Licensed Profession
N/A	N/A	N/A	N/A	N/A	24	12	6	5	83.33%
N/A	N/A	N/A	N/A	N/A	0	0	Commissioner	N/A	N/A
N/A	N/A	N/A	N/A	N/A	0	0	5	5	100.00%
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	12	12	7	6	85.71%
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$45.00	\$45.00	\$22.50	\$20.00	\$100,000.00	3	1.5	7	4	57.14%
\$75.00	\$20.00	\$20.00		N/A	14	14	15	13	86.67%
\$60.00	\$32.50	\$21.25	\$20.00	\$100,000.00	8.833333333	6.583333333	8	6.6	82.57%
\$100.00	\$75.00	\$37.50	\$0.00	\$300,000.00	16	8	5	4	80.00%
\$17.00	\$7.00	\$3.50	\$32.00	N/A	0	0	Commissioner	N/A	N/A
N/A	N/A	N/A	N/A	N/A	4	4	12	8	66.67%
N/A	N/A	N/A	N/A	N/A	0	0	5	5	100.00%

State Board for Licensing Contractors

The Board was established by TCA Title 62 Chapter 6 Part 1. Renewal, exam, retirement and insurance requirements are set by this section of Tennessee Code.

This Board issues five (5) licenses:

1. Contractor

- Application and initial License fee: \$250.
- Renewal fee: \$200 every two (2) years.
- TCA § 62-6-111 (a)(1)(A) states that anyone desiring to be licensed as a contractor for this state shall make written application to the board on forms prescribed by the board and shall furnish the board with an affidavit stating that the applicant is not currently performing any construction work and has not offered to engage in any construction work where the amount of the applicant's contract exceeds twenty-five thousand dollars (\$25,000) or, in the case of a limited licensed electrician, where the amount of the applicant's contract is less than twenty-five thousand dollars (\$25,000). The application shall be accompanied by an application fee as set by the board. The application shall also be accompanied by evidence of the applicant's current workers' compensation insurance coverage.
- TCA § 62-6-111 (b)(2) states that the board shall establish criteria that shall be included, but not limited to, with an application:
 - a letter of reference from a past client, employer of the applicant or codes administration official,
 - a financial statement of the applicant.
 - Financial statement guidelines are set by a board policy.
- TCA §62-6-115 allows Corporations and Partnerships as well as sole proprietors to obtain a contractor's license.
- All licenses are assigned a classification, such as: BC (Building); CE (Electrical); CMC (Mechanical); HC (Heavy Construction); HRA (Highway, Railroad & Airport); LMC (Masonry); MU (Municipal Utility); Environmental; and Specialties (landscaping, excavation, roofing, cell towers, solar panels, audio visual, etc.,).
- Classifications are derived from Rule 0680-1-.16.
- Classification must cover 60% of the total project in order to bid, unless they have a commercial classification, and then they may bid, but would be required to subcontract to a properly licensed contractor for the portions over \$25,000. See TCA §62-6-111 (b).
- There is an exam requirement set by TCA §62-6-111 (a)(2).
- There is no age requirement.
- There is no continuing education requirement.

- There is no fingerprinting/background check requirement.
- TCA §62-6-111 (a)(1)(A) requires that applicants have workers' compensation insurance and general liability insurance.
- The process for a licensee to retire their license is set out in TCA § 62-6-126:
 - Any licensee may retire the licensee's license by submitting a form prescribed by the board accompanied by the current active license certificate and a fee of twenty-five dollars (\$25.00). Upon receipt of an acceptable application to retire, the board shall issue a retired inactive license certificate to the contractor. The holder of a retired license shall not be entitled to practice as a contractor until the licensee is reinstated.
 - Any licensee who is not engaged in work or activities that require a contractor's license may apply for a retired license.
 - A retired license shall be valid for a period of one (1) year from the annual renewal date. If the inactive licensee wishes to remain inactive for any portion of a subsequent calendar year, the licensee shall pay an additional inactive fee of twenty-five dollars (\$25.00) on or before the annual renewal date of each such year.
 - The board shall not refund any of the renewal fee that a licensee may have paid prior to the receipt of the application to retire.
 - A retired license may be reinstated by submitting an application acceptable to the board, by paying the full renewal fee for an active license and by fulfilling all other requirements of this part. No examination shall be required to reinstate a retired license.
 - The retired status of a license shall not bar any disciplinary action by the board against a licensee for any of the causes provided in this part.
 - In no event may a retired license be renewed for more than seven (7) years dated from the time of initial application.
 - No retired license is transferable.

2. Limited Residential Contractor

- Application and initial License fee: \$250.
- Renewal fee: \$200 every two (2) years.
- TCA § 62-6-113 (e) grants the board the authority to issue a limited license to an applicant who has successfully completed a seminar sponsored by the board in lieu of the written or oral examination, or both, and who has otherwise complied with the requirements.
- Rule 0680-01-.29 sets the requirements:
 - The Limited Residential License allows for the construction, remodel, repair, or improvement of single family dwellings in which the total cost,

including the cost of the property if owned by the contractor, does not exceed one hundred twenty five thousand dollars (\$125,000.00).

- The ten percent (10%) tolerance for monetary limitations as stated in Rule 0680-01-.13 is not applicable to the Limited Residential License.
- The financial statements for Limited Residential License must reflect a positive net worth and positive working capital.
- The Limited Residential License applicant shall provide proof of any relevant experience in order to qualify for licensure.
- The applicant must participate in a limited residential license three day course as approved by the Board. The course may be taken at any location approved by the Board. These courses are found on the Board website.
- There is an exam requirement set by TCA §62-6-111 (a)(2).
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- TCA §62-6-111 (a)(1)(A) requires that applicants have workers' compensation insurance and general liability insurance.
- The process for a licensee to retire their license is set out in TCA § 62-6-126:
 - Any licensee may retire the licensee's license by submitting a form prescribed by the board accompanied by the current active license certificate and a fee of twenty-five dollars (\$25.00). Upon receipt of an acceptable application to retire, the board shall issue a retired inactive license certificate to the contractor. The holder of a retired license shall not be entitled to practice as a contractor until the licensee is reinstated.
 - Any licensee who is not engaged in work or activities that require a contractor's license may apply for a retired license.
 - A retired license shall be valid for a period of one (1) year from the annual renewal date. If the inactive licensee wishes to remain inactive for any portion of a subsequent calendar year, the licensee shall pay an additional inactive fee of twenty-five dollars (\$25.00) on or before the annual renewal date of each such year.
 - The board shall not refund any of the renewal fee that a licensee may have paid prior to the receipt of the application to retire.
 - A retired license may be reinstated by submitting an application acceptable to the board, by paying the full renewal fee for an active license and by fulfilling all other requirements of this part. No examination shall be required to reinstate a retired license.
 - The retired status of a license shall not bar any disciplinary action by the board against a licensee for any of the causes provided in this part.

- In no event may a retired license be renewed for more than seven (7) years dated from the time of initial application.
- No retired license is transferable.

3. Home Improvement Contractor

- A Home Improvement license is required for residential remodeling projects from \$3,000 to less than \$25,000 (total cost or contract, including materials and labor), for the following counties: Bradley, Davidson, Hamilton, Haywood, Knox, Marion, Robertson, Rutherford and Shelby.
- Application and initial License fee: \$250 per business location. TCA §62-6-504 (a) states that the fee shall not exceed \$250.
- Renewal fee: \$200 per business location every two (2) years.
- TCA § 62-6-506 sets the application procedure for licensing, renewal, insurance and bond requirement:
 - An application for an original license required by this part shall be in writing on a form prescribed by the board. The board may seek from an applicant information pertinent to the applicant's character, experience, financial stability and other information deemed necessary in order to evaluate the applicant's qualifications to be licensed pursuant to this part.
 - The applicant shall file with the board information that includes, but is not limited to:
 - A complete statement of the general nature of the applicant's home improvement contracting business or the applicant's duties;
 - If the applicant is:
 - (i) An individual, the applicant's name and address;
 - (ii) A partnership, the names and addresses of all partners;
 - (iii) A joint venture, the names and addresses of the parties to it; or
 - (iv) A corporation, the names and addresses of all officers;
 - A record of the previous experience of the applicant in the field of home improvements or other construction work, including dates and addresses where the applicant has resided and done business;
 - Whether the applicant has ever been licensed in this state or any other state or has had a professional or a vocational license refused, suspended or revoked:

- Evidence of worker's compensation coverage pursuant to title 50, chapter 6 and evidence of general liability insurance, including the amount of the coverage, or submission to the board of a copy of the applicant's insurance policies or certificates of insurance issued by the carrier or self-insurer to the applicant indicating the date and duration of the coverage. Evidence of insurance coverage also shall be required to be submitted for renewal of licensure;
 - Whether, in the five (5) years prior to the date of application, the applicant had any judgment rendered against the applicant in actions arising out of the field of home improvements or other construction work;
 - Whether the applicant presently has outstanding judgments against the applicant in actions arising out of the field of home improvements or other construction work; and
 - Whether the applicant is involved in pending litigation arising out of the field of home improvements or other construction work.
- The board shall prescribe and furnish appropriate forms in connection with the issuance, renewal or termination of licenses.
 - Temporary licenses may be issued in accordance with rules or regulations adopted by the board to any applicant for a license who files an application in proper form and pays all required fees. A temporary license shall automatically expire at the time the board either refuses to issue or grants a license and shall be subject to termination at any time prior to action by the board.
 - Unless revoked or suspended by the board, a license shall expire the last day of the twenty-fourth month from issuance and may be renewed upon payment of all required fees and upon completion of a statement indicating all material changes from the original application for a license.
 - Every licensee, within thirty (30) days after change of control in ownership, management or a change of address or trade name, shall notify the board of the change.
 - The board, at any time, may require:
 - Reasonable information of an applicant or licensee; and
 - The production of books and accounts and financial statements.
 - An applicant for a home improvement contractor's license shall file with the board a cash, surety or property bond or an irrevocable letter of credit in the amount of ten thousand dollars (\$10,000) for the benefit of any person who is damaged because of the breach of the home improvement contract. Any person so damaged may sue directly on the

bond without assignment thereof. The bond may not be construed to require any surety to be responsible for the completion of a home improvement contract entered into by the principal on the bond. The liability of the surety under any bond may not exceed in the aggregate the amount of the bond. If the bond ceases to be in effect, the home improvement contractor's license shall become invalid.

- There is no exam requirement.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- As stated above, the applicant is required to have workers' compensation insurance and general liability insurance.
- As stated above, the applicant is required to file with the board a cash, surety or property bond or an irrevocable letter of credit in the amount of ten thousand dollars (\$10,000).
- There is no process to achieve Retirement/Inactive status in the Rules.

4. Limited Electrician Contractor

- License fee: \$50.
- Renewal fee: \$50 every two (2) years.
- TCA §62-6-131 (d) states that the fee shall not exceed \$75 and the fee for renewal shall not exceed \$50.
- TCA § 62-6-111 (a)(1)(A) states that anyone desiring to be licensed as a contractor for this state shall make written application to the board on forms prescribed by the board and shall furnish the board with an affidavit stating that the applicant is not currently performing any construction work and has not offered to engage in any construction work where the amount of the applicant's contract exceeds twenty-five thousand dollars (\$25,000) or, in the case of a limited licensed electrician, where the amount of the applicant's contract is less than twenty-five thousand dollars (\$25,000). The application shall be accompanied by an application fee as set by the board. The application shall also be accompanied by evidence of the applicant's current workers' compensation insurance coverage.
- There is an exam requirement set by TCA §62-6-111 (a)(2).
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- TCA §62-6-111 (a)(1)(A) requires that applicants have workers' compensation insurance and general liability insurance.
- There is no process to achieve Retirement/Inactive status in the Rules.

5. Limited Plumber Contractor

- License fee: \$75 fee.
- Renewal fee: \$50 every two (2) years.
- TCA §62-6-408 (b) states that the fee shall not exceed \$75 and the fee for renewal shall not exceed \$50.
- TCA § 62-6-406 states:
 - If a person was not engaged in plumbing work prior to January 1, 2006, after that date, once a person obtains a minimum of one (1) year of plumbing experience satisfactory to the board as required in this part, the person desiring to engage in plumbing work as a limited licensed plumber in this state shall make written application to the board on forms prescribed by the board. The application shall be accompanied by a nonrefundable application fee.
 - If the application is satisfactory to the board, then the applicant is entitled to take an examination to determine the applicant's qualifications. The board shall charge each applicant an examination fee as set by the board for each examination. The applicant is entitled to an examination to determine the applicant's qualifications. The examination may be written or oral, or both.
 - If the results of the examination of an applicant are satisfactory to the board, then the board may issue to the applicant a license authorizing the applicant to perform plumbing services as provided in this part and charge a fee for the license.
 - In addition, if a person was not engaged in plumbing work prior to January 1, 2006, after that date, the board may also issue a license without an examination to a person who has been issued a license by a municipality or county if the person has obtained the minimum of one (1) year of plumbing experience in that municipality or county; provided, that the test required by the municipality or county is satisfactory to the board. In such case, the examination fee shall be waived by the board. The license issued to the person shall indicate that the person is not automatically permitted to work in any municipality or county that issues its own license to engage in plumbing work in that municipality or county.
- There is an exam requirement set by TCA §62-6-406 (a)(2).
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

State Board of Accountancy

The Board was established by TCA Title 62 Chapter 1 Part 1.

This Board issues one (1) certificate and one (1) permit:

1. Certified Public Accountant

- Certificate fee: \$100.
- Renewal fee: \$110 every two (2) years.
- TCA § 62-1-106 sets the requirements for a certified public accountant:
 - (a) The certificate of certified public accountant shall be granted to persons of good moral character who meet the education, experience and examination requirements of subsections (b)-(g) and who make application for the certificate pursuant to § 62-1-107.
 - (b) “Good moral character” for purposes of this section means lack of a history of dishonest or felonious acts.
 - (c)
 - (1) The education requirement for a certificate that must be met before an applicant is eligible to receive the certificate described in § 62-1-107 shall be at least one hundred fifty (150) semester hours of college education, including a baccalaureate or higher degree conferred by a college or university acceptable to the board, the total educational program to include an accounting concentration or equivalent as determined by board rule to be appropriate.
 - (2) The board may admit to the examination prescribed in subsection (d) any candidate who has completed a baccalaureate or higher degree conferred by a college or university acceptable to the board, the total educational program to include an accounting concentration or equivalent as determined by board rule to be appropriate.
 - (3) The board may report the results of an examination to the applicant before the educational requirements established by this subsection (c) have been completed, but in no event shall an applicant be eligible for a certificate until the applicant has:
 - (A) Completed the educational requirements set forth in subdivision (c)(1); and
 - (B) Passed the examination required by subsection (d).
 - (d) The examination required to be passed as a condition for the granting of a certificate shall be held at least twice a year and shall test

the applicant's knowledge of the subjects of accounting and auditing and other related subjects that the board may specify by rule, including, but not limited to, business law and taxation. The time for holding the examination shall be determined by the board and may be changed from time to time. The board shall prescribe by rule the methods of applying for and conducting the examination, including methods for grading papers and determining a passing grade required of an applicant for a certificate; provided, that the board shall, to the extent possible, see to it that the examination itself, grading of the examination and the passing grades are uniform with those applicable in all other states. The board may make such use of all or any part of the Uniform Certified Public Accountant Examination and Advisory Grading Service of the AICPA and may contract with third parties to perform such administrative services with respect to the examination as it deems appropriate to assist it in performing its duties under this chapter.

- (e) The board may charge each applicant an examination fee or authorize a third party administering the examination to charge each applicant an examination fee in an amount prescribed by the board.
 - (f) An applicant for initial issuance of a certificate under this section shall show that the applicant has had one (1) year of experience. This experience shall include providing any type of service or advice involving the use of accounting, attest, management advisory, financial advisory, tax or consulting skills, all of which were verified by a licensee. This experience will be acceptable if it is gained through employment in government, industry, academia or public practice.
 - (g) All persons holding a valid certificate as a certified public accountant issued by this state prior to October 1, 1998, shall be deemed to have met the requirements of this section.
- As stated above, there is an exam requirement
 - There is no age requirement.
 - The continuing education requirement is set by TCA §62-1-107 (d):
 - For renewal of a certificate under this section, each licensee shall participate in a program of learning designed to maintain professional competency. The program of learning must comply with rules adopted by the board. The requirements established by the board shall prescribe regulations requiring continuing education of eighty (80) credit hours over a two-year period, with a minimum of twenty (20) credit hours in each year as a prerequisite for the renewal of a certificate. The board may by rule create an exception to this requirement for certificate holders who do not perform or offer to perform for the public one (1) or

more kinds of services involving the use of accounting or auditing skills, including issuance of reports on financial statements or of one (1) or more kinds of management advisory, financial advisory or consulting services, or the preparation of tax returns or the furnishing of advice on tax matters. Licensees granted such an exception by the board must place the word “inactive” adjacent to their CPA title or PA title on any business card, letterhead or any other document or device, with the exception of their CPA certificate or PA registration, on which their CPA or PA title appears.

- Rule 0020-05-.03 further states that a license holder seeking regular biennial renewal shall, as a prerequisite for such renewal, show that he or she has completed no less than eighty (80) hours of qualified continuing professional education during the two (2)-year period immediately preceding renewal, with a minimum of twenty (20) hours in each year with specifications as follows:
 - (a) All license holders shall complete at least forty (40) hours in the subject areas of accounting, accounting ethics, attest, taxation, or management advisory services;
 - (b) All license holders shall complete a board-approved two (2) hour state-specific ethics course designed to familiarize the licensee with accountancy law and rules as well as professional ethics;
 - (c) License holders engaged in the attest function, shall biennially complete at least twenty (20) hours in the subject areas of attest and accounting theory and practice in fulfilling the above requirements;
 - (d) License holders engaged to testify in a Tennessee court(s) as expert witnesses in the areas of accounting, attest, management advisory services, or tax shall have completed, within the current or most recent renewal period, at least twenty (20) hours in the subject area(s) (as noted in this paragraph) concerning such expert testimony; and
 - (e) Up to twenty-four (24) CPE hours taken in excess of the eighty (80) hour requirement for each two year period may be applied to the requirement of the next succeeding two year renewal cycle. License holders must maintain a list of CPE which will be used for carry forward and must submit that listing as requested by the Board. Failure to do so will result in the disallowance of carry-forward hours.
- The Board has adopted a policy that during each renewal period, 10% of the active licensees will be selected for a full continuing professional education (CPE) audit.
- There is no fingerprinting/background check requirement.
- There is no insurance or bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

2. Public Accountant Firm

- Initial firm permit fee: \$50 fee.
- Renewal fee: \$50 per year.
- TCA 62-1-108 states that an applicant for initial issuance or renewal of a permit to practice under this section shall be required to show that:
 - Notwithstanding any other law, a simple majority of the beneficial ownership of the firm, in terms of financial interests in the equity capital and voting rights held by all partners, officers, shareholders, members or managers, belongs to holders of a certificate who are licensed in some state, and such partners, officers, shareholders, members or managers, whose principal place of business is in this state, and who perform professional services in this state hold a valid certificate issued under § 62-1-107 or the corresponding provision of prior law or are public accountants registered under § 62-1-109. Although firms may include non-licensee owners, the firms must be controlled by holders of a certificate who are licensed by some state and the control may not be relinquished by contract through the issuance of minority veto rights or otherwise. The firm and its ownership must comply with rules promulgated by the board;
 - Any individual licensee who is responsible for supervising attest services and signs or authorizes someone to sign the accountants' report on the financial statements on behalf of the firm shall meet the experience requirements set out in the professional standards for those services; and
- Any CPA firm may include non-licensee owners; provided, that:
 - The firm designates a Tennessee licensee/owner to provide the board with the names and amounts of equitable ownership and voting rights of all CPAs and other owners practicing in this state and the name of the resident manager of each office in this state;
 - All non-licensee owners are active individual participants in the CPA firm or affiliated entities; and
 - The firm complies with other requirements that the board may impose by rule.
- An applicant for initial issuance or renewal of a permit to practice under this section shall be required to obtain a permit for each location of the firm within this state with the board and to show that all attest services rendered in this state are under the charge of a person holding a valid certificate issued under § 62-1-107 or the corresponding provision of prior law or some other state law.
- An applicant for initial issuance or renewal of permits under this section shall in the application list all states in which the applicant has applied for or hold permits as CPA firms and list any past denial, revocation or suspension of a

permit by any other state; and each holder of or applicant for a permit under this section shall notify the board in writing, within thirty (30) days after its occurrence, of any change in the identities of partners, officers, shareholders, members or managers whose principal place of business is in this state, any change in the number or location of offices within this state, any change in the identity of the persons in charge of those offices and any issuance, denial, revocation or suspension of a permit by any other state.

- Firms that fall out of compliance with the section due to changes in firm ownership or personnel after receiving or renewing a permit shall take corrective action to bring the firm back into compliance. The board may grant a reasonable period of time for a firm to take corrective action. Failure to bring the firm back into compliance within a reasonable period as defined by the board will result in the suspension or revocation of the firm permit.
- Rule 0020-01-.11 states:
 - Each sole proprietorship, corporation, partnership or other form of organization providing attest services to the public or using the title "CPAs," "CPA firm," "PAs," or "PA firm" shall obtain a permit from the Board for each office location for the ensuing calendar year. Applications for initial issuance and for renewal of permits shall be made on a form provided by the Board and, in the case of applications for renewal, shall be filed no earlier than two (2) months prior to and no later than the expiration date.
 - All CPA and PA firm permits shall expire annually on December 31. Initial applications and renewals will not be considered filed until the applicable fee and all required documents prescribed in these Rules are received by the Board. If an application for renewal is filed late, it shall also be accompanied by the appropriate late renewal penalty.
 - Initial applications and renewals for each office location shall disclose the following information and shall be signed by the resident manager of the office location.
 - (a) The name of the firm;
 - (b) The firm's organizational structure;
 - (c) The address of the office location;
 - (d) The name and address of each individual with an equity or voting interest in the firm;
 - (e) A listing of the percentage of equity ownership and voting rights of each owner of the firm;
 - (f) The percentage of the firm's normal business hours that each non-CPA owner spends working at the firm;
 - (g) The name, address, and certificate number of each certified public accountant or public accountant employed at the office location;

- (h) The name, address and certificate number of the resident manager of the office location;
- (i) The name and certificate number of each person responsible for supervising or providing attest services as contemplated by T.C.A. § 62-1-108(c)(2). The firm's initial application must include a completed experience affidavit for each of these individuals; and
- (j) The type of peer review program in which the firm participates along with proof of compliance in a manner acceptable to the board.
 - Every office location shall comply with the current statutes and rules of the Tennessee State Board of Accountancy.
 - This rule is applicable to offices located outside of this state where such offices are engaged in the practice of public accountancy as CPA firms in this state through any person(s) holding a reciprocal certificate.
- There is no additional continuing education requirement for a firm other than that required to maintain a personal certificate of certified public accountant.
- There is no fingerprinting/background check requirement.
- There is no insurance or bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

State Board for Cosmetology and Barber Examiners

This Board is established by TCA Title 62 Chapter 4 Part 1.

1. Master Barber

- Certificate of Registration fee: \$60.
- Renewal fee is \$60 every two (2) years.
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-3-110 which states that any person who desires a certificate of registration as a master barber shall submit an application for examination to the state board of cosmetology and barber examiners on the prescribed form. The application shall be accompanied by proof that the applicant:
 - Is at least seventeen (17) years of age;
 - Has received a high school diploma or, in lieu of a high school diploma, has received a GED(R) or HiSET(R) diploma; and
 - Has satisfactorily completed a course of one thousand five hundred (1,500) hours in a registered barber school or college.
- Rule 0200-01-.08 states that
 - For the purpose of determining eligibility for enrollment in a school of barbering, the applicant must have:
 - (a) Completed and passed at least two (2) years of high school; or
 - (b) Completed and passed the General Education Development test with a score of at least thirty-eight (38). This shall be deemed to be the equivalent of two (2) years of high school.
 - Students in public and vocational schools shall be exempt from subparagraphs (a) and (b) above.
- TCA § 62-3-123 (f) instructs the board to set up an apprenticeship program whereby an applicant may achieve fifty percent (50%) of their instruction in the classroom and fifty percent (50%) under the supervision of a master barber with ten (10) years of experience.
- Rule 0200-01-.13 provides that any person holding a valid Tennessee cosmetology license may appear before the board and request to sit for the Master Barber Exam. The board may approve the applicant to test if they:
 - Complete three hundred (300) barbering school hours at a registered barber college learning the fundamentals of straight razor shaving and barbering technique. This student will be given credit for the remaining twelve hundred (1200) hours required to obtain a Tennessee master barber certification upon finishing the required three hundred (300) hours in a barber school, or

- Have held their cosmetology license in Tennessee or another Jurisdiction with reciprocity with Tennessee for five continuous years.
- As stated above, there is an exam requirement set by TCA § 62-3-110.
- As stated above, the applicant must be at least 17 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-3-117 states any person licensed under this chapter may retire the license by submitting a form prescribed by the board accompanied by the current active license certificate and a fee in an amount set by rules promulgated by the board. Upon receipt of an acceptable application to retire the license, the board shall issue a retired inactive license certificate to the retiree. The holder of a retired license shall not be entitled to engage in the practice of barbering until the person's license is reactivated in a manner approved by the board.
- Rule 0200-01-.11 sets the retirement fee at \$50.
- Rule 0200-01-.13 states that in order to activate a retired license:
 - A licensee sixty-five (65) years of age or older may activate a retired license by submitting proof of age, along with payment of license;
 - A licensee under the age of sixty-five (65) will be required to retake and pass the practical and law portions of the examination, before payment of license to activate.

2. Technician

- Certificate of Registration fee: \$60.
- Renewal fee is \$60 every two (2) years.
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-3-110 which states that any person who desires a certificate of registration as a technician, authorizing the person to apply tints or dyes to the hair, shampoo hair, manicure nails and apply cosmetic preparations, antiseptics, powders, oils, clays or lotions to scalp, face, neck or other parts of the body, shall submit an application for examination to the state board of cosmetology and barber examiners on the prescribed form.
 - The application shall be accompanied by proof of satisfactory completion of a course in a registered barber school or college of no less than three hundred forty (340) hours of continuous instruction, including no more than eight (8) hours per day and forty (40) hours per week in the following subjects:
 - Scientific fundamentals of shampooing, tinting, dyeing, manicuring, the application of cosmetic preparations, hygiene and bacteriology;

- Histology of the hair and hair structure; and
 - Massaging and manipulation of the muscles of the arms, hands and scalp.
- The application shall also contain proof that:
 - The applicant is at least seventeen (17) years of age; and
 - The applicant has received a high school diploma or, in lieu of a high school diploma, has received a GED(R) or HiSET(R) diploma.
- TCA § 62-3-123 (f) instructs the board to set up an apprenticeship program whereby an applicant may achieve fifty percent (50%) of their instruction in the classroom and fifty percent (50%) under the supervision of a master barber with ten (10) years of experience.
- As stated above, there is an exam requirement set by TCA § 62-3-110.
- As stated above, the applicant must be at least 17 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-3-117 states any person licensed under this chapter may retire the license by submitting a form prescribed by the board accompanied by the current active license certificate and a fee in an amount set by rules promulgated by the board. Upon receipt of an acceptable application to retire the license, the board shall issue a retired inactive license certificate to the retiree. The holder of a retired license shall not be entitled to engage in the practice of barbering until the person's license is reactivated in a manner approved by the board.
- Rule 0200-01-.11 sets the retirement fee at \$50.
- Rule 0200-01-.13 states that in order to activate a retired license:
 - A licensee sixty-five (65) years of age or older may activate a retired license by submitting proof of age, along with payment of license;
 - A licensee under the age of sixty-five (65) will be required to retake and pass the practical and law portions of the examination, before payment of license to activate.

3. Barber School or College

- Certificate of Registration fee: \$350.
- Renewal fee is \$150 every year. (Fee is set by rule. Renewal period is set by TCA § 63-3-129.)
- Change of ownership and/or location: \$175
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-3-123:
 - Any person, firm or corporation desiring a certificate of registration to own, operate or conduct a barber school or college of barbering shall

submit an application to the state board of cosmetology and barber examiners on the prescribed form. In order to be eligible to receive the certificate, the applicant must:

- Require, as a prerequisite to graduation, a course of no less than one thousand five hundred (1,500) hours of continuous instruction, including no more than ten (10) hours per day, six (6) days per week, or forty-eight (48) hours per week, in the following subjects:
 1. Scientific fundamentals of barbering, hygiene and bacteriology, histology of the hair, skin, muscles and nerves;
 2. Structure of the head, face and neck;
 3. Elementary chemistry relating to sterilization and antiseptic;
 4. Diseases of the skin, hair and glands;
 5. Massaging and manipulating of the muscles; and
 6. All of the practices of barbering included in § 62-3-105;
 - Provide at least one (1) registered barber instructor or barber instructor assistant for every fifteen (15) students enrolled; and
 - Provide a true and exact copy of the standard contract that each prospective student shall be required to execute for enrollment.
- No barber student may render clinical services on patrons until the student has completed at least one hundred (100) hours of instruction.
 - No barber school or college may operate without the presence of a registered barber instructor.
 - A school shall employ at least one (1) licensed barber instructor for each barber instructor assistant who shall be under the personal supervision of the licensed barber instructor.
 - Each school, including any public school conducting a vocational education program in the field of barbering, shall:
 - Keep a daily record of the attendance of each student enrolled; and
 - Submit to the board on the prescribed form a monthly progress report on each student enrolled.
 - Notwithstanding subsection (a), the board shall promulgate rules enabling a barber school or college to develop courses of instruction pursuant to subsection (a) that require a student to earn:
 - Fifty percent (50%) of the hours needed for a specific certificate of registration pursuant to §§ 62-3-110 and 62-3-124, from classroom instruction in a registered barber school or college; and

- Fifty percent (50%) of the hours needed for a specific certificate of registration pursuant to §§ 62-3-110 and 62-3-124, from apprenticing under the supervision of a person:
 1. Who has a certificate of registration issued under §§ 62-3-110 and 62-3-124;
 2. Who has at least ten (10) years of experience; and
 3. Who is in good standing with the board.
- Rule 200-01-.01 sets further requirements:
 - 0200-01-.01 REQUIREMENTS FOR SCHOOL LICENSE.
 - The Board of Barber Examiners will not issue, reissue, or renew a license to operate a new, change of ownership or location of a school of barbering unless the school is equipped with at least the following:
 - (a) A minimum of two (2) restroom facilities;
 - (b) One (1) work station with adjustable chair per student working on the clinic floor, with a minimum of fifteen (15) stations;
 - (c) Five (5) shampoo basins adequately spaced with hot and cold running water;
 - (d) Two (2) manicure tables;
 - (e) Two (2) floor based hooded dryers;
 - (f) One (1) sitting arrangement in the theory classroom for each student attending class;
 - (g) One (1) wet sterilizer at each student work station;
 - (h) Enclosed storage area for clean towels;
 - (i) Enclosed container for soiled towels;
 - (j) Covered trash containers maintained in a sanitary condition;
 - (k) Sufficient ultraviolet sanitizer and/or dry sterilization at each students' work station;
 - (l) Posted sign stating that all barber services are performed by students;
 - (m) Adequate waiting area for customers; and
 - (n) Time sheet/time clock.
 - A proposed floor plan must be submitted to and approved by the Board before:
 - (a) Issuance of a license to operate a new barber school;
 - (b) Issuance of a license to operate a barber school whose ownership has changed;
 - (c) Reissuance of a license to operate a relocated barber school;
 - (d) A branch school shall be considered a new school and closed to the public for ninety (90) days.
 - The floor plan shall provide for and the school shall contain, at least sixteen hundred square feet (1600 sq. ft.) of instructional floor space,

including an enclosed classroom for theory instruction. The building shall meet all applicable fire and building regulations prescribed by state or local government.

- The requirements of the school for enrollment of students are:
 - (a) Every barber school shall maintain documentation in each student's file which evidences age and education which meets eligibility requirements for enrollment;
 - (b) Every enrollment of a student in a barber school shall be evidenced by a written enrollment agreement, signed by both parties, which clearly details the rights and obligations of both parties;
 - (c) The school shall furnish to the student an executed copy of the enrollment agreement and maintain a copy of the agreement in the student's file.
 - (d) The school must have at least fifteen (15) students enrolled (part-time or full-time) and the school must provide proof of same to the Board in the form of signed student enrollment agreements prior to being granted a barber school license.
 - (e) Full-time barber school students must attend school for at least twenty-five (25) hours per week and part-time barber school students must attend school for at least fifteen (15) hours per week.
- Every student enrollment agreement shall:
 - (a) Be signed and dated by the student and an authorized representative of the school;
 - (b) Specify the number of clock hours in the course of instruction and an approximate number of weeks or months required for completion;
 - (c) Identify all costs and charges which the student must bear;
 - (d) Indicate any grounds for termination of a student by the school;
 - (e) State in clear and understandable language the school's refund policy;
 - (f) List any special conditions or requirements for graduation; and
 - (g) Contain an acknowledgment that the student has read and understands the agreement before making any payment thereunder.
- All documentation and enrollment agreements required under this rule shall be available for inspection by members or inspectors of the Board during business hours.
- There is no continuing education requirement.

- There is a fingerprinting/background check requirement.
- There is no proof of insurance requirement.

4. Barber Instructor

- Certificate of Registration fee: \$80.
- Renewal fee is \$70 every two (2) years.
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-3-124 which states the board shall issue a certificate of registration as a barber instructor to a person who:
 - (1)
 - (A) Files an application with the board in the form that the board may prescribe, accompanied by the examination fee required by § 62-3-129;
 - (B) Holds a valid certificate of registration as a master barber and has been duly registered as a master barber for a period of at least three (3) consecutive years prior to filing an application to be an instructor;
 - (C) Has completed the twelfth grade in an accredited school or the equivalent;
 - (D) Completes an examination prescribed by the board; and
 - (E) For all applications submitted on or after July 1, 2017, completes a three-hundred-hour instructor training program at a board-certified barber school; or
 - (2)
 - (A) Files an application with the board on or before June 30, 2017, in a form prescribed by the board, accompanied by the examination fee required by § 62-3-129;
 - (B) Holds a valid certificate of registration as a master barber and has completed a four-hundred-fifty-hour instructor training program at a board-certified barber school;
 - (C) Has completed the twelfth grade in an accredited school or the equivalent; and
 - (D) Completes an examination prescribed by the board.
- As stated above, there is an exam requirement set by TCA § 62-3-124.
- Age requirement: 17 years of age.
- TCA § 62-3-124 also sets the continuing education requirement:
 - After registration, each barber instructor shall biennially submit to the board satisfactory proof of attendance in a barber instructor training program of at least sixteen (16) hours' duration, approved by the board; however, the board may, in its discretion, grant up to one (1) additional year for submission of such proof when an instructor satisfactorily

demonstrates a medical hardship, a death in the immediate family or entitlement to automatic renewal of registration under § 62-3-120.

- A certificate of registration as a barber instructor shall become invalid if the registrant:
 - (1) Ceases to hold a valid certificate of registration as a master barber; or
 - (2) Fails to comply with subsection (b).
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-3-117 states any person licensed under this chapter may retire the license by submitting a form prescribed by the board accompanied by the current active license certificate and a fee in an amount set by rules promulgated by the board. Upon receipt of an acceptable application to retire the license, the board shall issue a retired inactive license certificate to the retiree. The holder of a retired license shall not be entitled to engage in the practice of barbering until the person's license is reactivated in a manner approved by the board.
- Rule 0200-01-.11 sets the retirement fee at \$50.
- Rule 0200-01-.13 states that in order to activate a retired license:
 - A licensee sixty-five (65) years of age or older may activate a retired license by submitting proof of age, along with payment of license;
 - A licensee under the age of sixty-five (65) will be required to retake and pass the practical and law portions of the examination, before payment of license to activate.

5. Barber Instructor Assistant

- Certificate of Registration fee: \$25.
- TCA § 62-3-124 (d) states:
 - The board shall issue a certificate of registration as a barber instructor assistant to a person who:
 - (A) Files an application with the board in the form that the board may prescribe accompanied by the fee required by § 62-3-129;
 - (B) Holds a valid certificate of registration as a master barber and is currently enrolled in a four hundred fifty-hour instructor training program at a board-certified barber school; and
 - (C) Has completed the tenth grade in an accredited school or the equivalent.
 - A barber instructor assistant shall not be employed as such for more than three (3) years.

- All certificates or renewals of certificates shall expire on September 1 and shall become invalid thereafter.
- There is no additional exam requirement.
- There is no additional age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

6. Barber Shop

- Fees:
 - To register a new barber shop or for change of ownership and/or location, the following fees are required:
 - Inspection: \$50.
 - Certificate of registration: \$100.
 - Renewal: \$75 every two (2) years.
 - Penalty for late renewal up until one (1) year of expiration: \$75.
 - Change of name: \$10.
 - New Dual shop license: \$150.
 - Dual shop license renewal: \$100.
 - Dual shop penalty for late renewal: \$50 per year.
 - Certifications to other Jurisdictions
 - License certification: \$50.
 - Student certification of hours: \$25.
- TCA § 62-3-109 states:
 - It is unlawful to operate a barber shop or barber styling shop without a valid certificate of registration issued by the board. Application for the certificate shall be made upon application forms furnished by the board.
 - Prior to the opening of any new barber or styling shop or change of location of an existing barber or styling shop, an inspector of the board shall inspect and approve the shop. Inspections of shops shall be made within ten (10) days of receipt of a request for an inspection, with the request to be accompanied by payment for the inspection. If the ownership of a shop changes, the new owner may not operate the shop more than thirty (30) days after the date of the change of ownership unless, within the thirty-day period, the new owner submits an application for a license to operate the shop and has paid the proper fees. Any change of location or ownership or new shop shall be reported to the office of the board immediately.
- There is no additional exam requirement
- There is no additional age requirement.

- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

7. Cosmetologist

- Certificate of Registration fee: \$60.
- Renewal fee is \$60 every two (2) years.
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-4-110 which states that any person who desires a cosmetologist's license shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
 - A nonrefundable, nontransferable application/examination fee as set by the board; and
 - Satisfactory proof that the applicant has attained the age of at least sixteen (16) years and has completed and passed a course of instruction of no less than one thousand five hundred (1,500) hours in practice and theory at a school of cosmetology.
- Rule 0440-01-.04 states:
 - For the purpose of determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.
 - Public and vocational schools are exempt from the provisions of Tenn. Code Ann. §62-4-122. However, the completion of at least ten (10) high school credits or obtaining a score of at least four hundred and fifty (450) on a General Educational Development test must be met prior to the completion of a cosmetology curriculum.
 - The school considering acceptance of any candidate shall be responsible for verifying and accepting any submitted documentation for high school equivalency.
- TCA § 62-4-120 (k) instructs the board to set up an apprenticeship program whereby an applicant may achieve fifty percent (50%) of their instruction in the classroom and fifty percent (50%) under the supervision of a licensed under the chapter with ten (10) years of experience.
- Rule 0200-01-.13 provides that any person holding a valid Tennessee cosmetology license may appear before the board and request to sit for the Master Barber Exam. The board may approve the applicant to test if they:
 - Complete three hundred (300) barbering school hours at a registered barber college learning the fundamentals of straight razor shaving and barbering technique. This student will be given credit for the remaining

- Have held their cosmetology license in Tennessee or another Jurisdiction with reciprocity with Tennessee for five continuous years.

- ## 8. Manicurist

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- For the purpose of determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.
- Public and vocational schools are exempt from the provisions of Tenn. Code Ann. §62-4-122. However, the completion of at least ten (10) high school credits or obtaining a score of at least four hundred and fifty (450) on a General Educational Development test must be met prior to the completion of a cosmetology curriculum.
- The school considering acceptance of any candidate shall be responsible for verifying and accepting any submitted documentation for high school equivalency.
- TCA § 62-4-120 (k) instructs the board to set up an apprenticeship program whereby an applicant may achieve fifty percent (50%) of their instruction in the classroom and fifty percent (50%) under the supervision of a licensed under the chapter with ten (10) years of experience.
- As stated above, there is an exam requirement set by TCA § 62-4-110.
- As stated above, the applicant must be at least 16 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-4-132 states any person licensed under this chapter may retire the license by submitting a form prescribed by the board accompanied by the current active license and a fee in an amount set by rules promulgated by the board. Upon receipt of an acceptable application to retire the license, the board shall issue a retired inactive license certificate to the retiree. The holder of a retired license shall not be entitled to engage in the practice of any of the areas for which a license is issued under this chapter until the person's license is reactivated in a manner approved by the board.
- Rule 0440-01-.13 sets the retirement fee at \$50.
- Rule 0440-01-.10 states that in order to activate a retired license:
 - A licensee sixty-five (65) years of age or older may activate a retired license by submitting proof of age, along with payment for the license;
 - A licensee under the age of sixty-five (65) will be required to retake and pass the practical and law portions of the examination, before paying for the license.

9. Cosmetology Instructor

- Certificate of Registration fee: \$80.
- Renewal fee is \$70 every two (2) years.
- Change of Name fee: \$10.

- The qualifications are set by TCA § 62-4-110 which states that any who desire a license to instruct in a school shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
 - A nonrefundable, nontransferable application/examination fee as set by the board; and
 - Satisfactory proof that the applicant:
 - Is a high school graduate, evidenced by a certificate or diploma or possesses a general equivalency diploma (GED(R));
 - Holds a valid cosmetologist's, manicurist's, aesthetician's or natural hair stylist's license issued by the board;
 - Has completed and passed a board-approved course in instructor training of at least three hundred (300) hours within a period of six (6) months as an instructor trainee or has served as a junior instructor for a minimum of one (1) year;
 - Has been licensed as a cosmetologist, aesthetician, manicurist, or natural hair stylist pursuant to this chapter for at least three (3) continuous years; and
 - Seeks to instruct only in the area in which the applicant is currently licensed.
- As stated above, there is an exam requirement set by TCA § 62-4-110.
- The applicant must be at least 16 years of age.
- TCA § 62-4-114 sets the continuing education requirement:
 - To maintain an active instructor's license, an instructor shall every two (2) years submit to the board satisfactory proof that the instructor has attended a board-approved instructor training program in cosmetology, manicuring, aesthetics or natural hair styling for a minimum of sixteen (16) hours. Persons obtaining an initial instructor's license shall attend a board-approved instructor training program in cosmetology, manicuring, aesthetics or natural hair styling after receiving the licenses.
 - The board may, in its discretion, grant up to one (1) additional year for submission of proof upon a showing of good cause, including, but not limited to, illness or emergency; however, no extension of time shall relieve an instructor from meeting any future deadline for compliance with this subsection.
 - The active license of any instructor who fails to comply with this subsection shall become invalid and nonrenewable.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-4-114 states before an instructor's license expires, an instructor may notify the board of the instructor's intention to place the license on inactive status. The notice of intention shall be accompanied by the regular license fee,

but the instructor shall be relieved of the obligation to attend the otherwise required board-approved training program. An instructor may stay on inactive status as long as the appropriate fees are paid on a regular basis. To change a license from inactive status to active status, the instructor shall attend a board approved instructor training program in cosmetology, manicuring, aesthetics or natural hair styling for a minimum of sixteen (16) hours.

10. Aesthetician

- Certificate of Registration fee: \$60.
- Renewal fee is \$60 every two (2) years.
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-4-110 which states that any person who desires a license to practice aesthetics only shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
 - A nonrefundable, nontransferable application/examination fee as set by the board; and
 - Satisfactory proof that the applicant has attained the age of at least sixteen (16) years and has completed and passed a course of instruction of no less than seven hundred fifty (750) hours in the practice and theory of aesthetics at a school of cosmetology.
- Rule 0440-01-.04 states:
 - For the purpose of determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.
 - Public and vocational schools are exempt from the provisions of Tenn. Code Ann. §62-4-122. However, the completion of at least ten (10) high school credits or obtaining a score of at least four hundred and fifty (450) on a General Educational Development test must be met prior to the completion of a cosmetology curriculum.
 - The school considering acceptance of any candidate shall be responsible for verifying and accepting any submitted documentation for high school equivalency.
- TCA § 62-4-120 (k) instructs the board to set up an apprenticeship program whereby an applicant may achieve fifty percent (50%) of their instruction in the classroom and fifty percent (50%) under the supervision of a licensed under the chapter with ten (10) years of experience.
- As stated above, there is an exam requirement set by TCA § 62-4-110.
- As stated above, the applicant must be at least 16 years of age.
- There is no continuing education requirement.

- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-4-132 states any person licensed under this chapter may retire the license by submitting a form prescribed by the board accompanied by the current active license and a fee in an amount set by rules promulgated by the board. Upon receipt of an acceptable application to retire the license, the board shall issue a retired inactive license certificate to the retiree. The holder of a retired license shall not be entitled to engage in the practice of any of the areas for which a license is issued under this chapter until the person's license is reactivated in a manner approved by the board.
- Rule 0440-01-.13 sets the retirement fee at \$50.
- Rule 0440-01-.10 states that in order to activate a retired license:
 - A licensee sixty-five (65) years of age or older may activate a retired license by submitting proof of age, along with payment for the license;
 - A licensee under the age of sixty-five (65) will be required to retake and pass the practical and law portions of the examination, before paying for the license.

11. Shampoo Technician

Note: In 2017, the General Assembly passed [Public Chapter 227](#) which exempts any person whose occupation or practice is confined solely to shampooing from the license requirement.

- Certificate of Registration fee: \$60.
- Renewal fee is \$60 every two (2) years.
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-4-110 which states that any person who desires a license to practice shampooing only shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
 - A nonrefundable, nontransferable application/examination fee as set by the board; and
 - Satisfactory proof that the applicant has attained the age of at least sixteen (16) years and has completed and passed a course of instruction of no less than three hundred (300) hours in the practice and theory of shampooing at a school of cosmetology.
- Rule 0440-01-.04 states:
 - For the purpose of determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.
 - Public and vocational schools are exempt from the provisions of Tenn. Code Ann. §62-4-122. However, the completion of at least ten (10) high

school credits or obtaining a score of at least four hundred and fifty (450) on a General Educational Development test must be met prior to the completion of a cosmetology curriculum.

- The school considering acceptance of any candidate shall be responsible for verifying and accepting any submitted documentation for high school equivalency.
- TCA § 62-4-120 (k) instructs the board to set up an apprenticeship program whereby an applicant may achieve fifty percent (50%) of their instruction in the classroom and fifty percent (50%) under the supervision of a licensed under the chapter with ten (10) years of experience.
- As stated above, there is an exam requirement set by TCA § 62-4-110.
- As stated above, the applicant must be at least 16 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-4-132 states any person licensed under this chapter may retire the license by submitting a form prescribed by the board accompanied by the current active license and a fee in an amount set by rules promulgated by the board. Upon receipt of an acceptable application to retire the license, the board shall issue a retired inactive license certificate to the retiree. The holder of a retired license shall not be entitled to engage in the practice of any of the areas for which a license is issued under this chapter until the person's license is reactivated in a manner approved by the board.
- Rule 0440-01-.13 sets the retirement fee at \$50.
- Rule 0440-01-.10 states that in order to activate a retired license:
 - A licensee sixty-five (65) years of age or older may activate a retired license by submitting proof of age, along with payment for the license;
 - A licensee under the age of sixty-five (65) will be required to retake and pass the practical and law portions of the examination, before paying for the license.

12. Natural Hair Stylist

- Certificate of Registration fee: \$60.
- Renewal fee is \$60 every two (2) years.
- Change of Name fee: \$10.
- The qualifications are set by TCA § 62-4-110 which states that any person who desires a natural hair styling license shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
 - A nonrefundable, nontransferable application/examination fee as set by the board; and

- Satisfactory proof that the applicant has attained the age of at least sixteen (16) years and has completed and passed a course of instruction of no less than three hundred (300) hours in the practice and theory of natural hair styling at a school of cosmetology.
- Rule 0440-01-.04 states:
 - For the purpose of determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.
 - Public and vocational schools are exempt from the provisions of Tenn. Code Ann. §62-4-122. However, the completion of at least ten (10) high school credits or obtaining a score of at least four hundred and fifty (450) on a General Educational Development test must be met prior to the completion of a cosmetology curriculum.
 - The school considering acceptance of any candidate shall be responsible for verifying and accepting any submitted documentation for high school equivalency.
- TCA § 62-4-120 (k) instructs the board to set up an apprenticeship program whereby an applicant may achieve fifty percent (50%) of their instruction in the classroom and fifty percent (50%) under the supervision of a licensed under the chapter with ten (10) years of experience.
- As stated above, there is an exam requirement set by TCA § 62-4-110.
- As stated above, the applicant must be at least 16 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- TCA § 62-4-132 states any person licensed under this chapter may retire the license by submitting a form prescribed by the board accompanied by the current active license and a fee in an amount set by rules promulgated by the board. Upon receipt of an acceptable application to retire the license, the board shall issue a retired inactive license certificate to the retiree. The holder of a retired license shall not be entitled to engage in the practice of any of the areas for which a license is issued under this chapter until the person's license is reactivated in a manner approved by the board.
- Rule 0440-01-.13 sets the retirement fee at \$50.
- Rule 0440-01-.10 states that in order to activate a retired license:
 - A licensee sixty-five (65) years of age or older may activate a retired license by submitting proof of age, along with payment for the license;
 - A licensee under the age of sixty-five (65) will be required to retake and pass the practical and law portions of the examination, before paying for the license.

13. Cosmetology, Manicure, Skin Care, Natural Hair Stylist or Manicure/Skin Care Shop

- Fees:
 - Inspection (new shop, relocated shop, shop with change of ownership): \$50
 - License
 - New shop: \$100.
 - Relocated shop: \$100.
 - Change of ownership: \$100.
 - Renewal: \$75.
 - Penalty for late renewal: \$50.
 - Change of name only: \$10.
 - Change of ownership due to death of immediate family, no charge, with a copy of the death certificate or obituary.
 - New Dual shop license: \$150.
 - Dual shop license renewal: \$100.
 - Dual shop penalty for late renewal: \$50.
- TCA § 62-4-118 states:
 - Except as otherwise provided under this chapter, it is unlawful to operate a shop without conspicuously displaying a valid license issued by the board under this chapter.
 - Each shop licensed by the board shall designate a manager. The shop shall submit the name and license information of its manager upon application and renewal.
 - It is unlawful to operate a shop unless it is, at all times, under the direction of a manager or designated manager. While on duty, the manager or designated manager shall be responsible for the shop's compliance with this chapter, chapter 3 of this title, and the rules of the board. The board may require the name of the shop's manager or designated manager to be posted in such form and location as the board may prescribe.
 - The manager and designated manager may manage those who practice disciplines in cosmetology or barbering, other than the discipline in which the manager or designated manager is licensed; however, the manager or designated manager shall only practice within the field that the person is licensed.
 - An application for a license to operate a shop shall be submitted by its owner on the form prescribed by the board. The application shall include:
 - The location of the shop;

- The type of shop;
 - The name of the manager; and
 - Other information that the board may require.
- Prior to the opening of a new shop or the relocation of an existing shop, the shop must pass an initial inspection after submission of a complete application for a license to operate the shop, accompanied by the fee for licensure and the fee for inspection, as prescribed by the board in rule. The inspection shall be made within ten (10) days of receipt by the board of a request for the inspection. If the shop passes the required inspection, the board shall issue a license to operate the shop unless the board refuses to issue the license pursuant to § 62-4-127(b) or as otherwise provided by this chapter, chapter 3 of this title, and the rules of the board.
- If the ownership of a shop changes, the new owner shall not operate the shop more than thirty (30) days after the date of the change of ownership unless, within the thirty-day period, the new owner has:
 - Submitted an application for a license to operate the shop; and
 - Paid the license fee and the inspection fee.
- If the transferred shop passes the required inspection, the board shall issue a license to operate the shop unless the board refuses to issue the license pursuant to § 62-4-127(b) or as otherwise provided by this chapter, chapter 3 of this title, and the rules of the board.
- Pending issuance or denial by the board of a license to operate a shop, the owner may operate the shop if the owner displays:
 - The official report showing that the shop has passed the required inspection; and
 - A copy of a cashier's check or money order made payable to the state of Tennessee in the amount of the fee for the license.
- Each shop shall be inspected at least annually.
- All licenses to operate a shop shall expire on the last day of the month of the biennial anniversary date of the licenses.
- If the board is satisfied that the requirements of this chapter have been met, licenses to operate a shop may be renewed for another term upon completion and submission of the prescribed form, accompanied by the renewal fee prescribed by the board in rule.
- A penalty fee as set by the board by rule will be assessed on any renewal application postmarked after the expiration date of the license.
- The board may promulgate any and all rules necessary to allow for a shop where services are performed or offered to be performed in more than one (1) field of cosmetology, including aesthetics, natural hair styling, and manicuring, or in both cosmetology, or a field of cosmetology, and barbering to operate as a dual shop, including, but

not limited to, rules to allow a dual shop to pay a single licensure or renewal fee and to undergo a single inspection.

- There is no additional exam requirement
- There is no additional age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

14.Mobile Shop

- Fees:
 - New mobile shop license: \$200.
 - Renewal of a mobile shop license: \$75.
 - Mobile shop inspection: \$50.
 - Change of ownership due to death of immediate family, no charge, with a copy of the death certificate or obituary.
- TCA § 62-4-138 states:
 - No person shall operate a mobile shop without a valid mobile shop license issued by the board. Application for the license shall be made upon application forms furnished by the board.
 - The board shall issue a license for a mobile shop to an applicant who:
 - Holds a valid, current license for a shop that has a fixed location;
 - Pays an application fee in an amount set by the board by rule, not to exceed the cost of administering this section;
 - Pays an initial license fee in the amount set by the board by rule; and
 - Undergoes and passes an initial inspection.
 - A license for a mobile shop shall be subject to renewal at the same time that the licensee's shop license is subject to renewal pursuant to § 62-4-118(h). The renewal fee for a license for a mobile shop shall be set by the board by rule.
 - A mobile shop for which a license is issued shall be subject to all of the health and safety requirements that apply to shops that have a fixed location under this chapter and the rules promulgated pursuant thereto; provided, that a mobile shop shall not be required to have a restroom and that the board may promulgate rules allowing or requiring mobile shops to have equipment different from shops with a fixed location.
 - The board may either refuse to issue or renew or may suspend or revoke any license for a mobile shop for any of the reasons in § 62-4-127.

- The board shall revoke any license for a mobile shop if the licensee's license for a shop that has a fixed location expires or is revoked.
- If a licensee's license for a shop that has a fixed location is suspended, the board shall also suspend any license that has been issued to such licensee for a mobile shop for the same period of time.
- Rule 0440-01-.19 further states:
 - An application to operate a mobile shop shall include:
 - The name, address, and license number of the primary shop under the license of which the mobile shop will operate;
 - The name under which the mobile shop will operate;
 - The types of cosmetology or barbering services to be performed at the mobile shop;
 - The new license fee for a mobile shop as set by Rule 0440-01-.13; and
 - The name, address, phone number, and license information of the mobile shop's manager, as defined in T.C.A. § 62-3-109(c)(1)(B) or § 62-4-102(a)(10) as the case may be, which may be the same or different as the manager of the primary shop under whose license the mobile shop is operating.
 - The mobile shop and the primary shop shall be owned by the same person, persons or entity.
 - If the owner has a partnership agreement with another entity wherein one person operates the primary shop and another operates the mobile shop, the partnership agreement shall be disclosed to the Board office on a form provided by the office, due at the time the mobile shop application is submitted.
 - It shall be the responsibility of the primary shop owner to inform the Board office when a business partnership dissolves.
 - The initial issuance of a mobile shop license shall be set to expire on the same date as the primary shop, but the application and registration fee for the mobile shop shall not be prorated.
 - A mobile shop shall undergo an initial inspection and pay the fee for the initial inspection prior to receiving licensure as a mobile shop.
 - An application for renewal of a mobile shop license shall include:
 - Any update or change in information previously provided to the Board regarding the mobile shop in the most recent application or renewal of such mobile shop;
 - The mobile shop renewal fee as set by Rule 0440-01-.13;
 - The submission of a date and location that the mobile shop will be located for the next two annual inspections; provided, however, that the Board shall not be required to accept such date or location.

- The mobile shop shall receive all Board office correspondence through the permanent address of the mobile shop's primary shop.
- The primary shop may be held liable for any acts by the mobile shop that would constitute grounds for discipline against the mobile shop.
- Equipment Required
 - (a) In lieu of any equipment required for a barber, cosmetology or dual shop, all mobile shops shall be required to have:
 1. One (1) shampoo bowl with hot and cold running water in work area and chair;
 2. One (1) enclosed storage area for clean towels;
 3. One (1) covered and labeled container for soiled towels;
 4. One (1) covered and labeled trash container maintained in a sanitary condition;
 5. One (1) dry sterilizer, with fumigant, or sanitary compartment;
 6. One (1) wet sterilizer;
 7. One (1) work station (standard size) for each operator;
 8. One (1) ultra violet sanitizer; and
 9. One (1) blood spill kit.
 - (b) In addition to the requirements of subparagraph (5)(a), a mobile shop offering skin care services shall also be required to have:
 1. One (1) sink which provides hot and cold running water in the work area,
 2. One (1) hands free magnifying lamp;
 3. One (1) enclosed storage area for clean towels;
 4. One (1) covered and labeled container for soiled towels;
 5. One (1) covered and labeled trash container maintained in a sanitary condition;
 6. One (1) reclining facial chair/table;
 7. One (1) wet sterilizer for the equipment used;
 8. One (1) ultra violet sanitizer;
 9. One (1) blood spill kit;
 10. One (1) sharps container for biohazard material removal;
 11. One (1) electric hot towel cabin;
 12. One (1) facial steamer; and
 13. One (1) wax depilatory heater pot with manufacturer's intended commercial use statement.
 - (c) In addition to the requirements of subparagraph (5)(a), a mobile shop offering manicure services shall also be required to have:

1. One (1) manicure table with stool or chair, per manicurist;
 2. One (1) wet sterilizer for equipment used;
 3. One (1) finger bowl per table;
 4. One (1) covered container per table for cotton balls and swabs;
 5. One (1) foot bath if pedicures are offered; and
 6. One (1) sign prominently posted stating that the customer has the right not to have drills used on his or her nails.
- (d) The executive director to the Board may, in his/her discretion, waive one or more of the foregoing equipment requirements to accommodate mobile shops offering limited services. If services offered change, the mobile shop is required to complete a new application and receive a new inspection.
 - Every mobile shop shall contain sufficient equipment in working order to enable it to perform all services offered competently and efficiently.
 - The owner and/or manager of a mobile shop shall disclose the current location of a mobile shop upon the request of the Board or the Board's staff.
 - It is unlawful to operate a mobile shop unless it is, at all times, under the direction of a manager or designated manager. While on duty, the manager or designated manager shall be responsible for the shop's compliance with all laws and rules of the Board.
 - The manager and designated manager of a mobile shop may manage those who practice disciplines in cosmetology or barbering other than the discipline in which the manager or designated manager is licensed; however, the manager or designated manager shall only practice within the field that the person is licensed.
 - The manager, owner, and designated manager, when the designated manager is on duty, shall have the same responsibilities as described in T.C.A. § 62-3-111, if the shop is providing barbering services, and T.C.A. § 62-4-119, if the shop is providing cosmetology services.
 - If the owner of a mobile shop changes, then the new owner and primary shop shall apply for and receive a new mobile shop license, including paying all fees for such a new license, prior to operating the mobile shop.
 - The fee for changing the name of a mobile shop shall be the same as the fee for changing the name of a cosmetology or barber shop; provided, however, that a request to change the name of both a primary shop and a mobile shop at the same time shall be processed with a single such fee.

- Each mobile shop shall be inspected at least annually and the owner of the mobile shop shall pay the fee for inspection as set by Rule 0440-01-.13.
- An inspector may inspect a mobile shop anytime the mobile shop is open for business any number of times per year.
- There shall not be a late fee for the late renewal of a mobile shop license, provided that no mobile shop shall be operated while not properly licensed.
- The mobile shop shall prominently display at all times the most recent license issued by the Board showing the name of the mobile shop and the name of the primary shop. This display must be visible from the outside of the mobile shop. The mobile shop is also required to have external signs with the name of the mobile shop.
- The mobile shop shall be legally parked in a fixed position and fully stationary (not in motion) while rendering services to customers.
- The mobile shop is required to dispose of any waste water in a sanitary sewer system.
- Customers shall not be exposed to any dangerous condition inside a mobile shop resulting from vehicle emissions or vehicle maintenance.
- There is no additional exam requirement
- There is no additional age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

15. Cosmetology School

- Fees:
 - Application/license (new school): \$350.
 - License for relocated or change of ownership for a school: \$175.
 - Penalty for late monthly report from schools of hours attended by students: \$25.
 - Annual school renewal: \$150.
- TCA § 62-4-120 states:
 - Except as otherwise provided in this chapter, it is unlawful for any person, firm or corporation to operate a school without conspicuously displaying a valid license issued by the board under this chapter.
 - An application for a license to operate a school shall be submitted by its owner on the form prescribed by the board. The application shall be accompanied by:

- A fee as set by the board;
 - The proposed hours of operation for the school; and
 - A true and exact copy of the standard contract that each prospective student shall be required to execute for enrollment.
- A person, firm or corporation shall be eligible to receive a license or renewal of a license to operate a school only if the school employs at least:
 - One (1) licensed instructor, where the enrollment is twenty (20) students or less;
 - Two (2) licensed instructors, or one (1) licensed instructor and one (1) junior instructor who has not been employed as a junior instructor for more than three (3) years, where the enrollment is greater than twenty (20) but no greater than forty (40) students; and
 - One (1) additional licensed instructor or junior instructor who has not been employed as a junior instructor for more than three (3) years, for each additional enrollment of twenty (20) students or fraction of twenty (20) students.
- For the purposes of this subsection (d), “student” does not include persons enrolled in an instructor training program or junior instructor.
- A school shall employ at least one (1) licensed instructor for each junior instructor employed.
- Any school offering an instructor training program shall conduct instruction for instructor trainees at a different time or in a separate classroom from instruction for students.
- Prior to the opening of a new school or the relocation of an existing school, the school must pass an initial inspection by at least one (1) member of the board. The inspection shall be made within ten (10) days of receipt by the board of a request for the inspection.
- If a new school passes the required inspection, the board shall issue a license to operate the new school. A new school shall be closed to the public for ninety (90) days.
- If a relocated school passes the required inspection, the board shall reissue the license showing the change of address upon receipt of a fee as set by the board.
- If the ownership of a school changes, the new owner may not operate the school more than thirty (30) days after the date of the change of ownership unless, within the thirty-day period, the new owner has submitted an application for a license to operate the school in accordance with subsection (b). The school shall not be considered as a new school for purposes of subdivision (b)(4).

- If the transferred school passes an inspection by at least one (1) member of the board, the board shall issue a license to operate the school to the new owner.
- A prospective purchaser of a school may request the board to determine whether, or on what conditions, the prospective purchaser would be qualified for licensure under this chapter. The request shall be submitted on the form prescribed by the board and shall be accompanied by a fee as set by the board. The prospective purchaser will receive a license to operate the school if, within six (6) months after receipt of a favorable determination from the board, the prospective purchaser:
 - Acquires ownership of the school;
 - Files an application for the license in accordance with subsection (b); and
- Fulfills any conditions stipulated by the board.
- Each school shall be inspected at least annually by an inspector or a member of the board.
- In addition to the schools currently operated pursuant to this section, the board shall establish rules and regulations for separate schools that specialize solely in natural hair styling, manicuring and the practice of aesthetics; provided, that at a minimum, such specialized schools remain subject to the requirements of this section.
- Notwithstanding any law to the contrary, the board shall establish rules and regulations enabling schools operated pursuant to this section to develop courses of instruction in practice and theory that will satisfy the requirements of § 62-4-110, and that consist of:
 - Earning fifty percent (50%) of the hours needed for the specific license from classroom training; and
 - Fifty percent (50%) of the hours needed for the specific license from apprenticing under the supervision of a person licensed pursuant to this chapter, who has at least ten (10) years of experience.
- Rule 0440-01-.01 further states:
 - The Board of Cosmetology and Barbering Examiners (hereinafter the “Board”) will not issue, reissue, or renew a license to operate a school of cosmetology unless the school is equipped with all workable equipment consisting of at least:
 - (a) One (1) work station with adjustable chair per student working on the clinic floor with a minimum of twenty (20) stations;
 - (b) Five (5) shampoo basins, with hot and cold running water, adequately spaced;

- (c) Five (5) manicure tables;
 - (d) A minimum of five (5) working floor-based hooded dryers;
 - (e) Ten (10) mannequins;
 - (f) One (1) straight chair in the theory classroom for each student attending the class;
 - (g) One (1) wet sterilizer at each student work station;
 - (h) One (1) enclosed storage area for clean towels;
 - (i) One (1) covered container for soiled towels;
 - (j) One (1) covered trash container maintained in a sanitary condition;
 - (k) Dry sterilizer at each student work station;
 - (l) Ultra violet sanitizer;
 - (m) Time sheet/time clock; and
 - (n) Access to a minimum of two (2) restrooms.
- A school of cosmetology offering an aesthetics curriculum shall also be equipped with all workable equipment consisting of at least:
- (a) Sufficient facial steamers;
 - (b) One (1) suction machine or a Level I or II Microdermabrasion machine;
 - (c) One (1) light based device with the manufacturer's intended commercial use statement for hair removal and skin enhancement of face and body;
 - (d) Sufficient protective eyewear (glasses) recommended by manufacturer of laser/light devices for each student and instructor;
 - (e) One (1) LED light with the manufacturers intended use statement for skin improvement;
 - (f) One (1) wax depilatory heater pot with manufacturer's intended commercial use statement;
 - (g) One (1) hands free magnifying lamp;
 - (h) One (1) hot towel cabin;
 - (i) One (1) reclining facial chair/table;
 - (j) One (1) electric brushing machine or sonic brushing device;
 - (k) One (1) sink which provides hot and cold running water other than the bathroom;
 - (l) One (1) ultraviolet sanitizer;
 - (m) One (1) covered trash container maintained in a sanitary condition at each teaching station;
 - (n) Sufficient work area for each student;
 - (o) One (1) covered and labeled container for soiled towels;
 - (p) One (1) wet sterilizer;

- (q) One (1) professional makeup station representing a color matrix palette of makeup products;
 - (r) Sufficient disposable applicators for makeup application;
 - (s) One (1) skin care product kit containing two products from each category: cleansers, astringent and toners, moisturizer, problem prep, and protective products;
 - (t) One (1) Autoclave instrument sanitizer;
 - (u) One (1) sharps container for biohazard material removal;
 - (v) One (1) blood spill kit; and
 - (w) All containers for cosmetic products must be properly labeled.
- Requirements for Instructional Floor Space
 - (a) "Instructional floor space" means the floor space of a school designated primarily for the instruction of students and shall not include such spaces as storage, restrooms, utility rooms, passageways, or inhabited administrative spaces such as reception areas, offices and break areas.
 - (b) A school of cosmetology offering a manicuring curriculum shall also be equipped with adequate instructional floor space for manicuring so as not to compromise or disrupt the teaching of cosmetology curriculum prescribed in Rule 0440-01-.03.
 - (c) A school of cosmetology offering a natural hair styling curriculum shall also be equipped with adequate instructional floor space for natural hair styling so as to not compromise or disrupt the teaching of cosmetology curriculum prescribed in Rule 0440-01-.03.
 - (d) A school of cosmetology offering a shampooing curriculum shall also be equipped with adequate instructional floor space for shampooing so as to not compromise or disrupt the teaching of cosmetology curriculum prescribed in Rule 0440-01-.03.
 - (e) A school of cosmetology offering an aesthetics curriculum shall also be equipped with adequate instructional floor space for aesthetics so as not to compromise or disrupt the teaching of cosmetology curriculum prescribed in Rule 0440-01-.03.
- Floor Plan
 - (a) A proposed floor plan must be submitted to and approved by the Board before:
 1. Issuance of a license to operate a new school of cosmetology;
 2. Issuance of a license to operate a school of cosmetology whose ownership has changed;

3. Reissuance of a license to operate a relocated school of cosmetology;
 - (b) For all schools other than specialized schools as described in subparagraph (4)(c), below, the floor plan shall provide for, and the school shall contain, at least 2200 square feet of instructional floor space, including an enclosed classroom for theory instruction.
 - (c) The floor plan for a specialized school solely offering a course of study in aesthetics, manicuring, or natural hair styling shall provide for, and the school shall contain adequate floor space as determined by the Board.
- New School
 - (a) A new school shall be closed to the public for ninety (90) days after the issuance of its license unless the school has students enrolled with the required two hundred (200) or more hours to perform cosmetology services on the public.
 - (b) A branch school shall be considered a new school unless the school has students enrolled with the required two hundred (200) or more hours to perform cosmetology services on the public.
 - (c) If an existing school requires an expansion campus facility, the facility must be located within two (2) miles of the main campus.
 - (d) A specialized school solely offering a course of study in aesthetics, manicuring, or natural hair styling shall have a minimum of five (5) students.
- Rule 0440-01-.03 spells out the requirements for the curriculum.
- Rule 0440-01-.05 adds additional requirements:
 - Every school of cosmetology shall:
 - (a) Publish readily available and clearly expressed admission policies and requirements;
 - (b) Provide to prospective students (before enrollment) published materials which explain requirements for licensure as a cosmetologist, manicurist, instructor, shampoo technician, natural hair stylist, or aesthetician in the State of Tennessee; however, if a school is licensed to provide instruction solely in natural hair styling, manicuring or aesthetics, the school shall only be responsible for providing documentation relative to licensure in the field in which the school provides instruction;
 - (c) Give a receipt to any student from whom money is collected by authorized school personnel;

- (d) Submit to the office of the Board, on the prescribed form, a monthly progress report on each student enrolled. The monthly reports must be received no later than the tenth (10th) of each month for the previous month's hours of instruction. If reports are not submitted by this date, a penalty set by the Board will be issued for violation of this rule; and
 - (e) Teach a minimum ten percent (10%) of theory hours each week in each curriculum offered in a school. This requirement does not apply to students enrolled in an apprenticeship program authorized by this chapter.
- Applications to operate New Schools: Any person seeking licensure of a new school shall first pay the fee for licensure and submit to the board the following:
 - (a) A copy of the school's curriculum to be deemed acceptable by the board;
 - (b) A sample copy of the school's catalog, brochure, enrollment agreement, and cancellation and refund policies;
 - (c) A backup method for logging hours that have been earned by students; and
 - (d) A plan to keep all part-time and full-time student files separate.
- Transfers, Cancellations and Refunds
 - (a) The school shall maintain documentation that the refunds owed to students are issued within 45 days of the last day of the student's attendance.
 - (b) The school shall have a written policy that clearly defines how the school determines whether or not credit hours will be accepted from another institution. This policy shall apply to all students. Nothing in this rule shall require a school to accept credit hours from another institution except as provided in the school's policy.
 - (c) The school shall provide each student with a written policy of a teach-out program, or outline the student's options in the event the school closes for an extended period of time, such as by way of license revocation, natural disaster, or other unforeseen consequences. Schools are encouraged to partner with neighboring institutions to achieve the best outcome for students.
- The school shall keep a copy of all tests, evaluations, or progress reports in the student's file. The student must initial any evaluation or progress reports.

- Upon yearly renewal of license to operate the school shall submit a Board approved form disclosing changes to student enrollment agreements, or other school changes affecting students.
- There is no additional exam requirement
- There is no additional age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

State Board of Examiners for Land Surveyors

Education and exam requirements are required by TCA Title 62 Chapter 18 Part 1.

The Board issues two (2) types of licenses:

1. Professional Land-Surveyor-in-Training (PLSIT)

- Application fee: \$25.
- There is no renewal fee.
- Satisfy one (1) of the following requirements related to education and experience:
 - Obtain a baccalaureate degree from a surveying or surveying technology curriculum of four (4) or more years, approved by the board;
 - Obtain a baccalaureate degree from a science, engineering or technology curriculum of four (4) or more years related to the practice of land surveying, approved by the board, with a minimum of twenty-four (24) semester hours of board-approved coursework in the surveying sciences;
 - Obtain a baccalaureate degree from a non-surveying related curriculum of four (4) or more years, approved by the board, plus an additional thirty-six (36) semester hours of board-approved coursework in the surveying sciences;
 - Obtain an associate degree in surveying technology or a related science, engineering or technical field, approved by the board, with a minimum of thirty (30) semester hours of board-approved coursework in the surveying sciences, a record of four (4) years of progressive practical experience, two (2) years of which shall have been under the direct supervision of a practicing professional land surveyor; or
 - Obtain a high school education diploma or a general equivalency diploma (GED(R)) with a record satisfactory to the board of ten (10) years of progressive practical experience, six (6) years of which shall have been under the direct supervision of a practicing professional land surveyor;
- There is an exam requirement set by TCA §62-18-109. The cost of the taking the exam is \$125 which is set by rule.
- There is no age requirement.
- No continuing education requirement for PLSIT.
- No fingerprinting/background check requirement.
- No proof of insurance requirement.

2. Professional Land Surveyor

- Application fee: \$200. Once approved, there is \$100 a Certificate of Licensure fee.
- Renewal fee is \$280 every two (2) years.
- Satisfy one (1) of the following educational requirements:
 - Obtain a baccalaureate degree from a surveying or surveying technology curriculum of four (4) or more years, approved by the board, and a record satisfactory to the board of two (2) years of progressive practical experience after the applicant passes the Fundamentals of Land Surveying examination, one (1) year of which shall have been in responsible charge of duties performed under a practicing professional land surveyor. An applicant who passes the Principles and Practice of Land Surveying examination and the Tennessee State Jurisdictional examination shall be granted licensure as a professional land surveyor;
 - Obtain a baccalaureate degree from a science, engineering or technology curriculum of four (4) or more years related to the practice of land surveying, approved by the board, with a minimum of twenty-four (24) semester hours of board-approved coursework in the surveying sciences, and a record satisfactory to the board of two (2) years of progressive practical experience after the applicant passes the Fundamentals of Land Surveying examination, one (1) year of which shall have been in responsible charge of duties performed under a practicing professional land surveyor. An applicant who passes the Principles and Practice of Land Surveying examination and the Tennessee State Jurisdictional examination shall be granted licensure as a professional land surveyor;
 - Obtain a baccalaureate degree from a non-surveying related curriculum of four (4) or more years, approved by the board, plus an additional thirty-six (36) semester hours of board-approved coursework in the surveying sciences, and a record satisfactory to the board of two (2) years of progressive practical experience after the applicant passes the Fundamentals of Land Surveying examination, one (1) year of which shall have been in responsible charge of duties under a practicing professional land surveyor. An applicant who passes the Principles and Practice of Land Surveying examination and the Tennessee State Jurisdictional examination shall be granted licensure as a professional land surveyor;
 - Obtain an associate degree in surveying technology or a related science, engineering or technical field approved by the board with a minimum of thirty (30) semester hours of board-approved coursework in the surveying sciences, and a record satisfactory to the board of four (4)

years of progressive practical experience, three (3) years of which shall have been in responsible charge of duties performed under a practicing professional land surveyor if the applicant passes the Fundamentals of Land Surveying examination on or before June 30, 2016, or if the applicant does not pass the Fundamentals of Land Surveying on or before June 30, 2016, a record satisfactory to the board of six (6) years of progressive practical experience after the applicant passes the Fundamentals of Land Surveying examination, four (4) years of which shall have been in responsible charge of duties under a practicing professional land surveyor. An applicant who passes the Principles and Practice of Land Surveying examination and the Tennessee State Jurisdictional examination shall be granted licensure as a professional land surveyor; or

- Comply with the requirements of subdivision (b)(1)(F)(v) as approved by the board and pass the Fundamentals of Land Surveying examination on or before June 30, 2017, or if the applicant does not pass the Fundamentals of Land Surveying examination on or before June 30, 2017, obtain six (6) years of progressive practical experience which shall have been in responsible charge of the duties performed under a professional land surveyor after the applicant passes the Fundamentals of Land Surveying examination, plus an additional twelve (12) hours of board-approved coursework in the surveying sciences. An applicant who passes the Principles and Practice of Land Surveying examination and the Tennessee State Jurisdictional examination shall be granted licensure as a professional land surveyor.
- There is an exam requirement as stated above required by statute. The cost of the taking the PLS exam is \$150 and the TLS exam is \$150 which is set by rule.
- There is no age requirement.
- Continuing education requirement: thirty (30) professional development hours every two (2) years.
- No fingerprinting/background check requirement.
- No proof of insurance requirement.
- TCA § 62-18-128 establishes the process to retire a license:
 - Any licensee may retire the licensee's license by submitting a form prescribed by the board accompanied by the current active license certificate and a fee of twenty-five dollars (\$25.00). Upon receipt of an acceptable application to retire, the board shall issue a retired license certificate to the surveyor. The holder of a retired license shall not be entitled to practice as a surveyor unless the licensee is reinstated in accordance with subsection (c).

- Any licensee who is not engaged in work or activities that require a surveyor's license may apply for a retired license.
- A retired license may be reinstated by submitting an application acceptable to the board, by paying the full renewal fee for an active license and by fulfilling all other requirements of this chapter, including, but not limited to, successfully completing all examination requirements.
- The retired status of a license shall not bar any disciplinary action by the board against a licensee for any of the causes provided in this chapter.
- No retired license is transferable.
- Rule 0820-05-.06 further states:
 - A registered land surveyor in good standing may request in writing to be placed on the Board's inactive or retired roll, thereby obtaining inactive or retired status.
 - An inactive or retired registrant will be permitted to retain that registrant's original certificate of registration by paying the fee for registration without submitting proof of complying with the continuing education requirements prescribed herein.
 - An inactive or retired registrant may not engage in the practice of land surveying in the State of Tennessee. Any practice or offer to practice land surveying in the State of Tennessee by an inactive or retired registrant shall constitute misconduct for the purpose of Tennessee Code Annotated, Section 62-18-116(a)(1)(B) (grounds for revocation or suspension of certificate by the Board.)
- Rule 0820-05-.07 adds:
 - An inactive or retired registrant seeking to reinstate an inactive or retired registration of one (1) year or more must submit a request in writing to the Board with a fee of twenty-five dollars (\$25.00) and must satisfy one (1) of the following requirements:
 - (a) Satisfaction of the biennial PDH requirement multiplied by the number of years of inactive or retired status up to a maximum of thirty (30) PDH's; or
 - (b) Successful completion of the Tennessee State Specific Land Surveying examination within one (1) year immediately prior to application for reinstatement.
 - An inactive or retired registrant seeking to reinstate an inactive or retired registration of less than two (2) years must meet the biennial PDH requirement.

Tennessee Athletic Commission

The Commission is established by TCA Title 68 Chapter 115 Part 1.

The Commission issues eleven (11) types of Licenses:

1. Announcer

- Application fee: \$50.
- License fee: \$100.
- Each license is good for two (2) years.
- There are no general education requirements.
- For Kickboxing and Mixed Martial Arts events, Rule 0145-03-.18 states:
 - The ring announcers shall fully represent the contest or event to the public in an official and professional manner.
 - If the ring announcer uses any profanity over the event public address system, the announcer could be subject to a civil penalty up to the amount of five hundred dollars (\$500.00) by the Commission and banned from the contest or event.
 - The ring announcer shall read all the bout results.
 - There shall be no talking by the ring announcer over the microphone or anyone over a public address system during a bout.
- There is no exam requirement.
- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

2. Promoter

- Application fee: \$50.
- License fee: \$500.
- Each license is good for two (2) years.
- There are no general education requirements.
- Rule 0145-01-.03 states that a conviction of a felony or a misdemeanor by any applicant for a promoter, matchmaker, manager, judge or referee license or, in the event the applicant is a corporation, partnership or limited liability company, the partner or any party in responsible charge of the company, may disqualify the applicant from licensure.
- There is no exam requirement.
- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.

- There is no fingerprinting/background check requirement.
- TCA § 68-115-211 requires every promoter of a professional contest of unarmed combat shall provide proof of medical insurance coverage for medical, surgical, and hospital care to cover injuries sustained by a combatant while engaged in professional contests of unarmed combat, in an amount to be set by rule, as promulgated by the commission.
- Rule 0145-01-.05 states that no person may arrange, promote, organize, or produce a professional unarmed combat contest without providing health insurance for each combatant to provide medical coverage for any injuries sustained in the contest in an amount not less than fifty thousand dollars (\$50,000.00). The promoter shall provide proof of such coverage at the time the promoter applies for a permit for a professional contest.
- Rule 0145-01-.03 requires the applicant to present a good and sufficient surety bond executed to the state of Tennessee in an amount no less than twenty-five thousand dollars (\$25,000.00.) The authority for this rule is set by TCA § 68-115-204 (e).
- There is no process to achieve Retirement/Inactive status in the Rules.

3. Matchmaker

- Application fee: \$50.
- License fee: \$100.
- Each license is good for two (2) years.
- There are no general education requirements.
- Rule 0145-01-.03 states that a conviction of a felony or a misdemeanor by any applicant for a promoter, matchmaker, manager, judge or referee license or, in the event the applicant is a corporation, partnership or limited liability company, the partner or any party in responsible charge of the company, may disqualify the applicant from licensure.
- There is no exam requirement.
- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

4. License for a Boxer, Mixed Martial Artist, or Kickboxer

- Application fee: \$50.
- License fee: \$25.

- Each license is good for two (2) years.
- Qualifications are set by TCA § 68-115-206:
 - (a) The executive director shall have the authority to examine the professional combatant's record, experience, skill and physical condition pursuant to the powers granted to it in this chapter, and may deny the issuance of a license if, in the executive director's opinion, the combatant's record, experience, skill and physical condition indicate the combatant is unqualified to participate in professional contests of unarmed combat. The applicant may appeal the executive director's decision to deny the issuance of a license to the commission. The appeal shall be heard in a timely manner.
 - (b) (1) All combatants applying for a license under this chapter shall be required to submit, upon application, proof that a medical examination has been performed and that blood tests have been taken for infectious diseases or for any other purpose required by the commission within thirty (30) days of applying for a license or the renewal of a license.

(2) Professional combatants who are thirty-five (35) years of age or older shall, in addition to the requirements of subdivision (b)(1), have a neurological examination and submit a medical report within thirty (30) days of applying for a license or renewal of a license.

(3) Professional combatants shall meet all medical requirements as prescribed by this section. The commission or executive director may deny any application based on the results of the examinations or may request additional medical examinations as deemed necessary.
 - (c) An application for a license constitutes a request for a determination of the applicant's general suitability, character, integrity and ability to participate or engage in or be associated with contests of unarmed combat. The burden of proof is on the applicant to establish to the satisfaction of the commission or executive director that the applicant is qualified to receive a license. By filing an application with the commission, an applicant accepts the risk of adverse public notice, embarrassment, criticism, financial loss or other action with respect to the applicant's application, and expressly waives any claim for damages as a result of such adverse public notice, embarrassment, criticism, or financial loss. Any written or oral statement that is made by a member of the commission, executive director or any witness testifying under oath that is relevant to the application and investigation of the applicant is privileged and does not impose liability for defamation or constitute a ground for recovery in a civil action.

- (d) The commission may require a criminal history records check to be conducted by the Tennessee bureau of investigation on applicants for licenses. The commission may require the applicant or licensee to submit a social security number and a complete set of fingerprints as part of the records check. The Tennessee bureau of investigation may conduct a criminal history records check of any applicant or licensee, including those records maintained by the federal bureau of investigation. The cost of the records check by the Tennessee bureau of investigation or the federal bureau of investigation, as appropriate, shall be paid by the person being investigated.
- Rule 0145-01-.03 further states:
 - All combatants applying for a license, or the renewal thereof, shall be required to submit, upon application, on a form approved by the Commission, a report of a medical examination, including but not limited to a dilated eye exam performed by a licensed optometrist or ophthalmologist and a blood test for Hepatitis B, Hepatitis C and HIV, performed no earlier than thirty (30) days prior to applying for such license or renewal thereof. Professional combatants who are thirty-five (35) years of age or older shall have a neurological examination by a neurologist or neurosurgeon and submit a medical report thereof within thirty (30) days of applying for a license or renewal thereof. The Commission will not issue a license until it has the opportunity to review the report.
 - The Commission's administrator shall have the authority to examine the combatant's record, experience, skill and physical condition and may deny the issuance of a license if, in the administrator's opinion, the combatant's record, experience, skill and physical condition indicate the combatant is unqualified to participate in professional contests of unarmed combat. The applicant may appeal the administrator's decision to deny the issuance of a license to the Commission. Any such appeal will be heard at the next regularly scheduled meeting of the Commission.
- Rule 0145-01-.08 adds additional requirements upon an applicant:
 - The administration or use of drugs or stimulants, either before or during a bout, to or by any combatant, is prohibited. Any contestant violating this provision shall be subject to disqualification. For the purpose of verifying compliance with this rule, the Commission's administrator or his designee may require that one or both contestants in a bout submit to a urinalysis, blood test, or, if recommended by the ringside physician, any other pre or post-fight examination.
 - All combatants shall attend the pre-fight rules meeting held the day of or the day before all professional contests, with the meeting to be

conducted by the referee and the Commission's administrator or his or her designee.

- Combatants shall obey the referee at all times during the bout.
- Combatants shall act with proper sportsmanship at all times and shall obey the provisions of the Tennessee Athletic Commission Act of 2008 and these rules at all times.
- In addition to the pre-licensing medical examination, all combatants shall complete a pre-contest medical form as provided by the Commission and be subject to a pre-contest medical examination to be performed by the ringside physician, or another physician as selected by the Commission's administrator. A pre-contest examination of a female combatant should include abdominal, breast, and pelvic examinations. Any female combatant shall provide the examining physician with the results of a pregnancy test performed on the combatant within the previous fourteen (14) days. If such results are positive, that combatant shall not be permitted to compete.
- Rule 0145-01-.03 also establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- TCA § 68-115-206 (d) gives the Commission the authority to request an applicant's fingerprints and a background check.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

5. Manager

- Application fee: \$50.
- License fee: \$100.
- Each license is good for two (2) years.
- There are no general education requirements.
- Rule 0145-01-.03 states that a conviction of a felony or a misdemeanor by any applicant for a promoter, matchmaker, manager, judge or referee license or, in the event the applicant is a corporation, partnership or limited liability company, the partner or any party in responsible charge of the company, may disqualify the applicant from licensure.
- For Kickboxing and Mixed Martial Arts, Rule 0145-03-.20 states:
 - All combatants shall be allowed a maximum of three (3) managers and seconds at ringside while the bout is in progress.
 - Five (5) managers and seconds shall be allowed for title bouts of national level or higher.
 - All managers and seconds shall stay in their combatant's corner while the bout is in progress.

- If a combatant's manager or second leaves his corner area and goes directly ringside or cage side to an area outside their corner area where the combatants are engaged in combat, to coach their combatant, the referee shall stop the bout and make one (1) of the following determinations:
 - (a) warn the coaching corner to stay in their respective corner;
 - (b) deduct one (1) point from the combatant whose manager or second left their corner;
 - (c) end the round, awarding the entire round to the opposing combatant; or
 - (d) end the bout, awarding the entire bout to the opposing combatant.
- During the round breaks, only one (1) manager or second shall be allowed in the ring, while the other two (2) shall stand outside the ring ropes on the outside edge of the ring or on the floor. If the bout takes place in a cage, one (1) manager and one (1) second, or two (2) seconds, are allowed on the cage area designated for such coaches to attend to that coach's combatant. In the event of a cut, an additional manager or second shall be allowed in the ring or cage.
- Managers or seconds shall obey the referee at all times during the bout.
- Managers or seconds shall conduct themselves with appropriate and proper sportsmanship in all ways connected with the bout.
- Managers or seconds may spray water and apply ice to a combatant between rounds. The managers or managers or seconds are responsible to dry the corner area before the next round commences.
- Managers or seconds may discretionally use petroleum jelly on the face of the contestant.
- The managers and seconds may use only those substances approved by the Commission to stop hemorrhaging.
- Violation of the rules by managers or seconds may result in warnings, point deductions, and/or disqualification of that manager's or second's combatant.
- There is no exam requirement.
- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

6. Second

- Application fee: \$50.
- License fee: \$25.
- Each license is good for two (2) years.
- There are no general education requirements.
- For Boxing, Rule 0145-02-.09 states:
 - A contestant in a bout is permitted a maximum of three (3) licensed seconds to assist him between rounds in his corner. A licensed manager may act as a second without possessing a second's license.
 - No second shall enter the ring while a round is in progress.
- For Kickboxing and Mixed Martial Arts, Rule 0145-03-.20 states:
 - All combatants shall be allowed a maximum of three (3) managers and seconds at ringside while the bout is in progress.
 - Five (5) managers and seconds shall be allowed for title bouts of national level or higher.
 - All managers and seconds shall stay in their combatant's corner while the bout is in progress.
 - If a combatant's manager or second leaves his corner area and goes directly ringside or cage side to an area outside their corner area where the combatants are engaged in combat, to coach their combatant, the referee shall stop the bout and make one (1) of the following determinations:
 - (a) warn the coaching corner to stay in their respective corner;
 - (b) deduct one (1) point from the combatant whose manager or second left their corner;
 - (c) end the round, awarding the entire round to the opposing combatant; or
 - (d) end the bout, awarding the entire bout to the opposing combatant.
 - During the round breaks, only one (1) manager or second shall be allowed in the ring, while the other two (2) shall stand outside the ring ropes on the outside edge of the ring or on the floor. If the bout takes place in a cage, one (1) manager and one (1) second, or two (2) seconds, are allowed on the cage area designated for such coaches to attend to that coach's combatant. In the event of a cut, an additional manager or second shall be allowed in the ring or cage.
 - Managers or seconds shall obey the referee at all times during the bout.
 - Managers or seconds shall conduct themselves with appropriate and proper sportsmanship in all ways connected with the bout.

- Managers or seconds may spray water and apply ice to a combatant between rounds. The managers or managers or seconds are responsible to dry the corner area before the next round commences.
- Managers or seconds may discretionally use petroleum jelly on the face of the contestant.
- The managers and seconds may use only those substances approved by the Commission to stop hemorrhaging.
- Violation of the rules by managers or seconds may result in warnings, point deductions, and/or disqualification of that manager's or second's combatant.
- There is no exam requirement.
- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- There is a fingerprinting/background check requirement.
- There is a proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

7. Referee

- Application fee: \$50.
- License fee: \$75.
- Each license is good for two (2) years.
- There are no general education requirements.
- Rule 0145-01-.03 states that a conviction of a felony or a misdemeanor by any applicant for a promoter, matchmaker, manager, judge or referee license or, in the event the applicant is a corporation, partnership or limited liability company, the partner or any party in responsible charge of the company, may disqualify the applicant from licensure.
- There is no exam requirement.
- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

8. Judge

- Application fee: \$50.
- License fee: \$50.
- Each license is good for two (2) years.
- There are no general education requirements.

- Rule 0145-01-.03 states that a conviction of a felony or a misdemeanor by any applicant for a promoter, matchmaker, manager, judge or referee license or, in the event the applicant is a corporation, partnership or limited liability company, the partner or any party in responsible charge of the company, may disqualify the applicant from licensure.
- There is no exam requirement.
- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

9. Timekeeper

- Application fee: \$50.
- License fee: \$50.
- Each license is good for two (2) years.
- There are no general education requirements.
- For Boxing, Rule 0145-02-.11 states:
 - At all bouts there shall be a licensed timekeeper who possesses a whistle and/or some other sound device and an accurate stopwatch. The timekeeper shall be seated outside the ring close to the sound device required by Rule 0145-02-.03.
 - The timekeeper shall indicate the beginning and ending of each round by activating the sound device. Ten (10) seconds before the beginning of each round, the timekeeper shall warn the seconds of the contestants by blowing the whistle.
- For Kickboxing and Mixed Martial Arts, Rule 0145-03-.16 states that a timekeeper shall:
 - keep accurate time of all bouts;
 - begin the start of the clock for each round, as initiated by the referee, including overtime rounds;
 - give three (3) slaps to the ring mat or three (3) pounds on the table to indicate ten (10) seconds remaining in the round;
 - blow a whistle to indicate to the referee that there are ten (10) seconds left in the round break;
 - start and stop the bout clock for time stoppages as called by the referee; and
 - signal the end of each round by the use of a bell, buzzer, or other available loud signal.
- There is no exam requirement.

- Rule 0145-01-.03 establishes that all applicants must be 18 years of age.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

Tennessee Auctioneer Commission

The Commission was established by TCA Title 62 Chapter 19 Part 1. General Education, exam, age, and renewal requirements are set by this part of the Tennessee Code.

This Board issues six (6) types of licenses:

1. Auctioneer

- Application fee: \$50.
- License fee: \$175.
- Renewal fee: \$175 every two (2) years.
- Auctioneer education and recovery account fee set by TCA § 62-19-116(c):
 - No new auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the license fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for deposit into the account.
 - No renewal auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the renewal fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for the purpose of ensuring that the required minimum balance is maintained in the account.
- TCA § 62-19-111 requires any individual who desires a license as an auctioneer to submit an application to the commission on the prescribed form.
 - The application shall be accompanied by a nonrefundable examination fee as set by the commission and satisfactory proof that the applicant has:
 - Reached at least eighteen (18) years of age;
 - Served as an apprentice auctioneer under the supervision of a licensed, full-time auctioneer for a period of two (2) years;
 - Successfully completed, in addition to the education required to be an apprentice auctioneer, thirty (30) hours of more rigorous classroom instruction in an auctioneering-related subject approved by the commission; and
 - Obtained a high school diploma or general equivalency diploma (GED(R)).
 - The commission may require other proof, through the application or otherwise, that it deems desirable as to the honesty, trustworthiness, integrity, reputation and competency of the auctioneer or apprentice auctioneer applicant.
 - Any person who meets these requirements is entitled to an examination prescribed by the commission to determine the person's qualifications. The examination shall include, but not be limited to, reading, writing,

spelling, elementary arithmetic, elementary principles of land economics, ethics, the law of this state relating to bulk sales, auctions and brokerage and the provisions of this chapter. The examination for an auctioneer's license shall be of more exacting nature and scope than the examination for an apprentice auctioneer's license.

- Any applicant who fails an examination must pay a fee as set by the commission for each reexamination.
- No license issued by the commission shall authorize the licensee to engage in business at any location other than that set forth on the license. A licensee shall immediately notify the commission in writing in the event of a change of business location. The written notice shall be accompanied by the current license and pocket card and a fee as set by the commission.
- The commission may deny any applicant for an apprentice, auctioneer or firm license the right to take an examination for a period up to two (2) years if the applicant is found by the commission to have conducted business within this state as an apprentice auctioneer, auctioneer or firm owner without first having been properly licensed.
- As stated above, there is an exam requirement.
- As stated above, there is an age requirement.
- The continuing education requirement is set by Rule 0160-3-.03:
 - All licensees including auctioneer licensees, apprentice auctioneer licensees, gallery licensees, as well as non-auctioneer firm owners, except as otherwise provided by T.C.A. §62-19-106(e) and these rules, must obtain six (6) hours of continuing education per renewal cycle in order to renew a license, except as provided for in T.C.A. §62-19-106(e)(2).
 - A licensee attending a continuing education program shall provide the licensee's name and license number(s) to the sponsor in writing on the sponsor's registration form for any Commission-approved continuing education program. If the licensee fails to follow the aforementioned requirement, the licensee shall not receive credit for attending the program from the Commission.
 - A licensee who attends any continuing education program or engages in other continuing education activity which has not been approved by the Commission shall not be awarded credit by the Commission towards the continuing education requirement.
 - A licensed auctioneer or apprentice auctioneer who also is the holder of a firm license or gallery license need only obtain the number of hours of continuing education for the renewal of one (1) license in order for the

Commission to renew both the auctioneer or apprentice auctioneer license and the firm license or gallery license.

- Non-auctioneer gallery and non-auctioneer firm owners must obtain six (6) hours of continuing education per renewal cycle in order to renew their license, as set forth in Rule 0160-3-.03(1), except as provided for in T.C.A. § 62-19-106(e)(2).
- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- There is no bond requirement.
- TCA § 62-19-112(4) requires a licensee to keep funds of others in an escrow or trustee account.
- TCA § 62-19-112(d) allows an auctioneer or apprentice auctioneer may retire the auctioneer's or apprentice auctioneer's license by making such request in writing and paying the appropriate fees set by the commission. The written request must be accompanied by the license certificate and pocket card. The retiree shall be responsible for notifying the commission of any change in address. Only licenses that are current and in good standing with the commission may be retired.
- Rule 0160-01-.13 states that a licensee shall pay a one-time fee of one hundred fifty dollars (\$150.00) for the retirement of an auctioneer, apprentice auctioneer, or public automobile auctioneer license. An application or activation of a retired license shall be accompanied by an application fee of one hundred dollars (\$100.00), the applicable license fee and the Auctioneer Education and Recovery Account fee.
- Rule 0160-01-.23 further states:
 - Upon written request accompanied by the license certificate, pocket card and the appropriate fee as set forth in Rule 0160-01-.14 of these rules, an auctioneer or apprentice auctioneer may retire such auctioneer's or apprentice auctioneer's license.
 - Only a license that is current and in good standing with the Commission may be retired. For the purposes of T.C.A. § 62-19-112(d) and this rule, "current and in good standing" shall mean the license is valid and unexpired, all applicable fees and any outstanding penalties have been paid by the licensee, the licensee has met all applicable continuing education requirements, and the license is not under any current disciplinary sanction.
 - Expired licenses renewed pursuant to Rule 0160-01-.22 shall be deemed valid and unexpired for the purposes of this rule.
 - No contribution to the Education and Recovery Account or continuing education shall be required of a licensee whose license is in retirement.

- A retired license may be activated upon submission to the Commission of a written application, the payment of the appropriate fees as set forth in Rule 0160-01-.14 and proof that the applicant has obtained at least six (6) hours of continuing education in the two year period immediately preceding the date of application.

2. Auctioneer Apprentice

- Application fee: \$50.
- License fee: \$125.
- Renewal fee: \$125 every two (2) years.
- Auctioneer education and recovery account fee set by TCA § 62-19-116(c):
 - No new auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the license fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for deposit into the account.
 - No renewal auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the renewal fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for the purpose of ensuring that the required minimum balance is maintained in the account.
- TCA § 62-19-111 requires any individual who desires a license as an apprentice auctioneer to submit an application to the commission on the prescribed form.
 - The application shall be accompanied by a nonrefundable examination fee as set by the commission and satisfactory proof that the applicant has:
 - Reached at least eighteen (18) years of age; and
 - Successfully completed eighty (80) hours of classroom instruction in the fundamentals of auctioneering at an auction school accredited by the commission.
 - The commission may require other proof, through the application or otherwise, that it deems desirable as to the honesty, trustworthiness, integrity, reputation and competency of the auctioneer or apprentice auctioneer applicant.
 - Any person who meets these requirements is entitled to an examination prescribed by the commission to determine the person's qualifications. The examination shall include, but not be limited to, reading, writing, spelling, elementary arithmetic, elementary principles of land economics, ethics, the law of this state relating to bulk sales, auctions and brokerage and the provisions of this chapter. The examination for

an auctioneer's license shall be of more exacting nature and scope than the examination for an apprentice auctioneer's license.

- Any applicant who fails an examination must pay a fee as set by the commission for each reexamination.
- When an apprentice auctioneer's employment with an auctioneer is terminated for any reason, the auctioneer shall immediately deliver or send by registered mail the apprentice auctioneer's license to the commission. The apprentice auctioneer shall not engage in any activity defined in § 62-19-101(3) until the apprentice auctioneer receives a new license and pocket card for the unexpired term, bearing the name and address of the new employer. The fee for the new license and pocket card shall be set by the commission.
- No more than one (1) license shall be issued to any apprentice auctioneer to be in effect at any one time.
- An apprentice auctioneer may be employed by a licensed auctioneer who is not designated as the apprentice's sponsor upon receiving written permission from the apprentice's sponsor and notifying the commission of the employment in the proper form and manner as prescribed by the rules of the commission. An auctioneer employing an apprentice who is not under that auctioneer's sponsorship shall be responsible for the actions of the apprentice while under that auctioneer's employment and the sponsor shall be responsible for the actions of the apprentice at all other times.
- The commission may deny any applicant for an apprentice, auctioneer or firm license the right to take an examination for a period up to two (2) years if the applicant is found by the commission to have conducted business within this state as an apprentice auctioneer, auctioneer or firm owner without first having been properly licensed.
- As stated above, there is an exam requirement.
- As stated above, there is an age requirement.
- The continuing education requirement is set by Rule 0160-3-.03:
 - All licensees including auctioneer licensees, apprentice auctioneer licensees, gallery licensees, as well as non-auctioneer firm owners, except as otherwise provided by T.C.A. §62-19-106(e) and these rules, must obtain six (6) hours of continuing education per renewal cycle in order to renew a license, except as provided for in T.C.A. §62-19-106(e)(2).
 - A licensee attending a continuing education program shall provide the licensee's name and license number(s) to the sponsor in writing on the sponsor's registration form for any Commission-approved continuing education program. If the licensee fails to follow the aforementioned

requirement, the licensee shall not receive credit for attending the program from the Commission.

- A licensee who attends any continuing education program or engages in other continuing education activity which has not been approved by the Commission shall not be awarded credit by the Commission towards the continuing education requirement.
- A licensed auctioneer or apprentice auctioneer who also is the holder of a firm license or gallery license need only obtain the number of hours of continuing education for the renewal of one (1) license in order for the Commission to renew both the auctioneer or apprentice auctioneer license and the firm license or gallery license.
- Non-auctioneer gallery and non-auctioneer firm owners must obtain six (6) hours of continuing education per renewal cycle in order to renew their license, as set forth in Rule 0160-3-.03(1), except as provided for in T.C.A. § 62-19-106(e)(2).
- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- There is no bond requirement.
- TCA § 62-19-112(4) requires a licensee to keep funds of others in an escrow or trustee account.
- TCA § 62-19-112(d) allows an auctioneer or apprentice auctioneer may retire the auctioneer's or apprentice auctioneer's license by making such request in writing and paying the appropriate fees set by the commission. The written request must be accompanied by the license certificate and pocket card. The retiree shall be responsible for notifying the commission of any change in address. Only licenses that are current and in good standing with the commission may be retired.
- Rule 0160-01-.13 states that a licensee shall pay a one-time fee of one hundred fifty dollars (\$150.00) for the retirement of an auctioneer, apprentice auctioneer, or public automobile auctioneer license. An application or activation of a retired license shall be accompanied by an application fee of one hundred dollars (\$100.00), the applicable license fee and the Auctioneer Education and Recovery Account fee.
- Rule 0160-01-.23 further states:
 - Upon written request accompanied by the license certificate, pocket card and the appropriate fee as set forth in Rule 0160-01- .14 of these rules, an auctioneer or apprentice auctioneer may retire such auctioneer's or apprentice auctioneer's license.
 - Only a license that is current and in good standing with the Commission may be retired. For the purposes of T.C.A. § 62-19-112(d) and this rule, "current and in good standing" shall mean the license is valid and

unexpired, all applicable fees and any outstanding penalties have been paid by the licensee, the licensee has met all applicable continuing education requirements, and the license is not under any current disciplinary sanction.

- Expired licenses renewed pursuant to Rule 0160-01-.22 shall be deemed valid and unexpired for the purposes of this rule.
- No contribution to the Education and Recovery Account or continuing education shall be required of a licensee whose license is in retirement.
- A retired license may be activated upon submission to the Commission of a written application, the payment of the appropriate fees as set forth in Rule 0160-01-.14 and proof that the applicant has obtained at least six (6) hours of continuing education in the two year period immediately preceding the date of application.

3. Principal Office Firm

- Application fee: \$50.
- License fee: \$125.
- Renewal fee: \$125 every two (2) years.
- Auction Firm Branch License fee: \$75.
- Auctioneer education and recovery account fee set by TCA § 62-19-116(c):
 - No new auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the license fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for deposit into the account.
 - No renewal auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the renewal fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for the purpose of ensuring that the required minimum balance is maintained in the account.
- TCA § 62-19-111 requires a person who desires a license for a firm to submit an application to the commission on the prescribed form. A firm license must be issued in the name of the firm with a specific person acting as principal and holder of a valid auctioneer's license.
 - The application shall be accompanied by a nonrefundable examination fee as set by the commission and satisfactory proof that:
 - The applicant has reached at least eighteen (18) years of age;
 - The applicant, if not a holder of a principal auctioneer's license, has completed thirty (30) hours of rigorous classroom instruction in an auctioneering-related subject approved by the commission; and

- The applicant has obtained a high school diploma or general equivalency diploma (GED(R)).
- The commission may require other proof, through the application or otherwise, that it deems desirable as to the honesty, trustworthiness, integrity, reputation and competency of the auctioneer or apprentice auctioneer applicant; and
- Any person who meets these requirements shall be entitled to an examination prescribed by the commission to determine the person's qualifications. The examination shall include, but shall not be limited to, reading, writing, spelling, elementary arithmetic, elementary principles of land economics, ethics, the law of this state relating to bulk sales, auctions and brokerage and the provisions of this chapter.
- The examination for a firm license shall be of a more exacting nature and scope than the examination for an apprentice auctioneer's license, except that a non-auctioneer applying for a firm license shall not be required to take the oral part of the auctioneer's test consisting of actual bid calling.
- Any applicant who fails an examination must pay a fee as set by the commission for each reexamination.
- The commission shall issue to qualified applicants a license and pocket card upon receipt of the appropriate fee as set by the commission. The firm license shall be conspicuously displayed at all times in the office of the licensee.
- Any person currently holding a valid auctioneer firm license may renew the license by filing an application for renewal and paying the required fee before the expiration date of the firm license.
- If the applicant for a firm license maintains more than one (1) place of business within the state, the applicant shall apply for and obtain an additional firm license for each branch office.
- A firm license shall automatically be suspended if no licensed auctioneer is engaged in business in the firm. The license may be reinstated by the commission for the unexpired term upon proof that a duly licensed auctioneer has been affiliated with the firm.
- Any person in this state who for a fee is in the business of managing auctions to the extent the person is responsible for the advertising, consignments, promotion or distribution of funds must hold a valid firm license.
- All contracts for services to be performed by an auction firm, except an auto auction as defined in § 55-17-102, must be negotiated for and signed by an auctioneer who is a member of the firm or by the auctioneer's attorney.

- The commission may deny any applicant for an apprentice, auctioneer or firm license the right to take an examination for a period up to two (2) years if the applicant is found by the commission to have conducted business within this state as an apprentice auctioneer, auctioneer or firm owner without first having been properly licensed.
- As stated above, there is an exam requirement.
- As stated above, there is an age requirement.
- The continuing education requirement is set by Rule 0160-3-.03:
 - All licensees including auctioneer licensees, apprentice auctioneer licensees, gallery licensees, as well as non-auctioneer firm owners, except as otherwise provided by T.C.A. §62-19-106(e) and these rules, must obtain six (6) hours of continuing education per renewal cycle in order to renew a license, except as provided for in T.C.A. §62-19-106(e)(2).
 - A licensee attending a continuing education program shall provide the licensee's name and license number(s) to the sponsor in writing on the sponsor's registration form for any Commission-approved continuing education program. If the licensee fails to follow the aforementioned requirement, the licensee shall not receive credit for attending the program from the Commission.
 - A licensee who attends any continuing education program or engages in other continuing education activity which has not been approved by the Commission shall not be awarded credit by the Commission towards the continuing education requirement.
 - A licensed auctioneer or apprentice auctioneer who also is the holder of a firm license or gallery license need only obtain the number of hours of continuing education for the renewal of one (1) license in order for the Commission to renew both the auctioneer or apprentice auctioneer license and the firm license or gallery license.
 - Non-auctioneer gallery and non-auctioneer firm owners must obtain six (6) hours of continuing education per renewal cycle in order to renew their license, as set forth in Rule 0160-3-.03(1), except as provided for in T.C.A. § 62-19-106(e)(2).
- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

4. Gallery

- Application fee: \$50.
- License fee: \$175.

- Renewal fee: \$175 every two (2) years.
- Gallery Branch License fee: \$75.
- Auctioneer education and recovery account fee set by TCA § 62-19-116(c):
 - No new auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the license fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for deposit into the account.
 - No renewal auctioneer, apprentice auctioneer or firm license shall be issued unless the applicant pays, in addition to the renewal fee, a fee of fifty dollars (\$50.00) or a lesser amount that the commission may by rule establish for the purpose of ensuring that the required minimum balance is maintained in the account.
- TCA § 62-19-125 sets the requirements for an applicant:
 - Any person who desires to own and operate an auction house, auction barn, auction gallery or any other type of auction operating at a fixed site for the purpose of selling consigned or purchased goods at a fixed location is required to first obtain a gallery license. If the gallery license holder operates more than one (1) auction, the licensee shall be required to obtain a branch license for each permanent location and pay the appropriate fees. If the auction house, auction barn or auction gallery is owned and operated by a licensed auctioneer holding a valid firm license, no further license shall be required.
 - A gallery license holder may sign consignment agreements, issue closing statements and collect and disperse funds. The licensee must hire a licensed auctioneer to call bids at all auctions. The gallery license holder is responsible for all auction activities that take place on the auction site and may not conduct auctions off the designated site. A gallery license does not give the license holder the right to call bids or act as an auctioneer at any time.
 - The person who desires to obtain a gallery license shall submit an application to the commission on the prescribed form. A person who desires to obtain a gallery license for a firm shall request issuance of the license in the name of the firm with a specific person acting as principal. The application shall demonstrate satisfactory proof that the person has:
 - Reached eighteen (18) years of age;
 - Successfully completed at least thirty (30) hours of classroom education approved by the commission; and
 - Provided other information as the commission may require to demonstrate honesty, trustworthiness, integrity, reputation and competency.

- Upon approval of the application by the commission, the applicant must take and successfully pass an examination prescribed by the commission. All examination fees are set by the commission.
- Applicants completing the requirements of this section shall be issued a license certificate and a pocket card. The license certificate shall be displayed in a conspicuous place where it can be examined by the public.
- The gallery license holder must comply with all of the requirements of Tennessee license laws and regulations that apply to all licensees.
- There is no exam requirement.
- As stated above, there is an age requirement.
- The continuing education requirement is set by Rule 0160-3-.03:
 - All licensees including auctioneer licensees, apprentice auctioneer licensees, gallery licensees, as well as non-auctioneer firm owners, except as otherwise provided by T.C.A. §62-19-106(e) and these rules, must obtain six (6) hours of continuing education per renewal cycle in order to renew a license, except as provided for in T.C.A. §62-19-106(e)(2).
 - A licensee attending a continuing education program shall provide the licensee's name and license number(s) to the sponsor in writing on the sponsor's registration form for any Commission-approved continuing education program. If the licensee fails to follow the aforementioned requirement, the licensee shall not receive credit for attending the program from the Commission.
 - A licensee who attends any continuing education program or engages in other continuing education activity which has not been approved by the Commission shall not be awarded credit by the Commission towards the continuing education requirement.
 - A licensed auctioneer or apprentice auctioneer who also is the holder of a firm license or gallery license need only obtain the number of hours of continuing education for the renewal of one (1) license in order for the Commission to renew both the auctioneer or apprentice auctioneer license and the firm license or gallery license.
 - Non-auctioneer gallery and non-auctioneer firm owners must obtain six (6) hours of continuing education per renewal cycle in order to renew their license, as set forth in Rule 0160-3-.03(1), except as provided for in T.C.A. § 62-19-106(e)(2).
- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

5. Public Automobile Auctioneer

- Application fee: \$50.
- License fee: \$175.
- Renewal fee: \$175 every two (2) years.
- TCA § 62-19-111 states that any individual who desires a license as public automobile auctioneer to submit an application to the commission on the prescribed form. The application shall be accompanied by a nonrefundable examination fee as set by the commission and satisfactory proof that the applicant has:
 - Reached at least twenty-one (21) years of age;
 - Served as an auctioneer for a period of two (2) years; and
 - Successfully completed, in addition to the education required to be an apprentice auctioneer, thirty (30) hours of more rigorous classroom instruction in automobile auctioneering approved by the commission.
- As stated above, there is an exam requirement.
- As stated above, there is an age requirement.
- The continuing education requirement is set by Rule 0160-3-.03:
 - All licensees including auctioneer licensees, apprentice auctioneer licensees, gallery licensees, as well as non-auctioneer firm owners, except as otherwise provided by T.C.A. §62-19-106(e) and these rules, must obtain six (6) hours of continuing education per renewal cycle in order to renew a license, except as provided for in T.C.A. §62-19-106(e)(2).
 - A licensee attending a continuing education program shall provide the licensee's name and license number(s) to the sponsor in writing on the sponsor's registration form for any Commission-approved continuing education program. If the licensee fails to follow the aforementioned requirement, the licensee shall not receive credit for attending the program from the Commission.
 - A licensee who attends any continuing education program or engages in other continuing education activity which has not been approved by the Commission shall not be awarded credit by the Commission towards the continuing education requirement.
 - A licensed auctioneer or apprentice auctioneer who also is the holder of a firm license or gallery license need only obtain the number of hours of continuing education for the renewal of one (1) license in order for the Commission to renew both the auctioneer or apprentice auctioneer license and the firm license or gallery license.
 - Non-auctioneer gallery and non-auctioneer firm owners must obtain six (6) hours of continuing education per renewal cycle in order to renew

their license, as set forth in Rule 0160-3-.03(1), except as provided for in T.C.A. § 62-19-106(e)(2).

- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- There is no bond requirement.
- TCA § 62-19-112(d) allows an auctioneer or apprentice auctioneer may retire the auctioneer's or apprentice auctioneer's license by making such request in writing and paying the appropriate fees set by the commission. The written request must be accompanied by the license certificate and pocket card. The retiree shall be responsible for notifying the commission of any change in address. Only licenses that are current and in good standing with the commission may be retired.
- Rule 0160-01-.13 states that a licensee shall pay a one-time fee of one hundred fifty dollars (\$150.00) for the retirement of an auctioneer, apprentice auctioneer, or public automobile auctioneer license. An application or activation of a retired license shall be accompanied by an application fee of one hundred dollars (\$100.00), the applicable license fee and the Auctioneer Education and Recovery Account fee.
- Rule 0160-01-.23 further states:
 - Upon written request accompanied by the license certificate, pocket card and the appropriate fee as set forth in Rule 0160-01-.14 of these rules, an auctioneer or apprentice auctioneer may retire such auctioneer's or apprentice auctioneer's license.
 - Only a license that is current and in good standing with the Commission may be retired. For the purposes of T.C.A. § 62-19-112(d) and this rule, "current and in good standing" shall mean the license is valid and unexpired, all applicable fees and any outstanding penalties have been paid by the licensee, the licensee has met all applicable continuing education requirements, and the license is not under any current disciplinary sanction.
 - Expired licenses renewed pursuant to Rule 0160-01-.22 shall be deemed valid and unexpired for the purposes of this rule.
 - No contribution to the Education and Recovery Account or continuing education shall be required of a licensee whose license is in retirement.
 - A retired license may be activated upon submission to the Commission of a written application, the payment of the appropriate fees as set forth in Rule 0160-01-.14 and proof that the applicant has obtained at least six (6) hours of continuing education in the two year period immediately preceding the date of application.

6. Public Automobile Auction

- Application fee: \$50.
- License fee: \$175.
- TCA § 62-19-128 sets the requirements for public automobile licenses:
 - Public automobile auctions shall be licensed and regulated by the Tennessee auctioneer commission and the Tennessee motor vehicle commission when engaged in the sale of motor vehicles.
 - The following are minimum requirements for licensed public automobile auctions:
 - The public automobile auction shall have a letter of compliance with local ordinances from the local zoning authority;
 - The public automobile auction shall have garage keeper's legal liability insurance in an amount not less than five hundred thousand dollars (\$500,000);
 - The public automobile auction shall have a surety bond of fifty thousand dollars (\$50,000) issued by a licensed bonding company;
 - The public automobile auction shall have a compiled financial statement prepared in accordance with generally accepted accounting principles by a certified public accountant or public accountant dated not earlier than twelve (12) months prior to the date of the application and shall furnish a copy of the financial statement to the commission along with any changes to the statement;
 - The public automobile auction shall have a minimum net worth of at least one hundred thousand dollars (\$100,000);
 - The public automobile auction shall have a business telephone in the auction company name. For purposes of this subdivision, cellular telephones are not acceptable;
 - All signs shall be visible, and a permanent professional business sign shall be installed and have letters that are at least eight inches (8") tall;
 - The public automobile auction shall hold a current business tax license as required by local applicable law;
 - The public automobile auctioneer shall obtain and have displayed on its premises a valid motor vehicle dealer license from the Tennessee motor vehicle commission; and
 - The public automobile auction shall obtain and have displayed on its premises a valid license from the Tennessee auctioneer commission.

- Prior to a motor vehicle being subject to a public automobile auction, the public automobile auctioneer shall verify that the motor vehicle has a clean and unencumbered title, by obtaining a valid motor vehicle title history from the department of revenue or if the motor vehicle is registered in a state other than this state, the appropriate titling agency in the other state.
 - All public automobile auctions must take place at the established place of business listed on the motor vehicle dealer license.
 - The public automobile auction shall not sell new or unused motor vehicles or vehicles with a manufacturer's statement of origin.
 - The public automobile auctioneer shall take possession of and retain title to each motor vehicle offered for sale at the auction. If the sale is finalized on a motor vehicle, the owner of the vehicle shall sign the title over to the public automobile auctioneer, who shall then sign the title over to and deliver the title to the buyer on the date of the sale. If a sale of the vehicle is not made, then the unsigned title shall be returned to the owner of the vehicle who offered the vehicle for sale at the auction. At all times, the public automobile auction shall be deemed the seller of the motor vehicle with the same duties and responsibilities as other licensed motor vehicle dealers.
- There is no additional exam requirement.
 - There is no fingerprinting/background check requirement.
 - As stated above, there is an insurance requirement.
 - As stated above, there is a surety bond requirement.
 - There is no process to achieve Retirement/Inactive status in the Rules.

Tennessee Board of Court Reporting

Education, exam, and renewal requirements are required by TCA Title 20 Chapter 9.

This board issues one (1) type of license:

1. Court Reporter

- Application fee: \$50.
- License fee: \$200
- Temporary license fee: \$50 (valid for sixty (60) days, can be renewed a maximum of three (3) times).
- Renewal fee is \$200 every two (2) years.
- TCA § 20-9-609 states that to be licensed as a court reporter, an applicant shall submit proof of passage of the National Court Reporters Association registered professional reporter examination, the National Verbatim Reporters Association certified verbatim reporter examination, or the American Association of Electronic Reporters and Transcribers certified electronic court reporter examination. Applications for licensure shall be signed and sworn by the applicants and submitted on forms furnished by the board. All applicants who are found qualified to engage in the practice of court reporting pursuant to this part shall be issued a license as a licensed court reporter and an identifying number. The license shall be valid for two (2) years from the date of issuance. Notwithstanding any other law to the contrary, a licensed court reporter shall not be required to be a notary public to administer oaths to witnesses in the performance of their professional duties as a court reporter.
- There is an exam requirement as stated above required by TCA § 20-9-609.
- There is no age requirement.
- Continuing education requirements are set by Rule 0455-01-06-.01:
 - Beginning with the first renewal and every renewal thereafter, every licensee who applies for renewal of a license shall have completed two (2) credits of continuing education (CE) relevant to the practice of court reporting.
 - One CE credit means ten (10) hours of continuing education; therefore, twenty (20) hours of continuing education would be required every two (2) years.
- There is no fingerprinting/background check requirement.
- There is no insurance requirement.
- There is no bond requirement.
- Rule 0455-01-02-.05 states that:

- A person not actively engaged in the practice of court reporting may place their license on inactive status by completing and submitting an application for inactive status.
- Rule 0455-01-02-.06 establishes the restoration process:
 - A person seeking restoration of a license after it has been placed on inactive status for up to 5 years shall file an application with the Board together with the required fees. After July 1, 2011, in order to restore a license, a person shall submit proof of 15 hours of continuing education completed within one year before restoration. The applicant shall also submit either:
 - Certification of current licensure from another jurisdiction completed by the appropriate board or licensure authority;
 - Affidavits from two (2) members of the bench or bar attesting to the applicant's active practice of court reporting in a state that does not require licensure for at least one year immediately prior to the date of application;
 - An affidavit attesting to military service; or,
 - Other proof acceptable to the Board of the applicant's fitness to have the license restored.
- Rule 0455-01-02-.07 further states:
 - All Applications for restoration after being placed on inactive status must be received for board review two (2) weeks prior to the next available board meeting to ensure adequate processing time. Upon receipt of an application and the appropriate fee, the board shall issue a restoration of license, notify the applicant in writing of the reasons for denying the application, or notify the applicant in writing of the deficiencies in the application. Applicants have one (1) year from the date of the notification of deficiencies to complete the application process. If the process has not been completed within one (1) year, the application shall be denied, and the fee forfeited, and the applicant must reapply and meet the requirements in effect at the time of reapplication. In the event of a hardship, the applicant may apply in writing for a one (1) year extension to complete the process.
- The Reinstatement fee is \$500.

Court Reporters	App fee	Initial fee	Exam Fee	Total Fees	Renewal Fee	Renewal Period	Renewal Per Year	Late renewal
Alabama	\$50.00	\$200.00	\$285.00	\$535.00	\$200.00	1	\$200.00	\$20.00
Arkansas	\$75.00	\$0.00	\$100.00	\$75.00	\$50.00	3	\$16.67	\$50.00
Georgia	\$125.00	\$200.00	\$285.00	\$325.00	\$125.00	1	\$125.00	\$0.00
Kentucky	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mississippi	\$50.00	\$100.00	\$125.00	\$150.00	\$100.00	1	\$100.00	\$50.00
Missouri	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	1	\$100.00	\$25.00
North Carolina	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Virginia	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Average for Bordering	\$60.00	\$120.00	\$159.00	\$237.00	\$115.00	1.40	\$108.33	\$29.00
Tennessee	\$50.00	\$200.00	\$210.00	\$460.00	\$200.00	2	\$100.00	\$20.00
California	89	125	75	289	125	1	\$125.00	\$62.50
Connecticut	100	190	100	390	150	3	\$50.00	\$0.00
Wyoming	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Continuing education	Continuing Education Per Year	Board Membership	Board Membership of Licensed Profession	Percentage of Board of Licensed Profession
5	5	7	6	85.71%
30	10	7	3	42.86%
10	10	9	7	77.78%
N/A	N/A	N/A	N/A	N/A
10	10	9	6	66.67%
10	10	9	4	44.44%
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
13	9	8.2	5.2	63.49%
20	10	7	4	57.14%
0	0	5	2	40.00%
30	10	6	3	50.00%
N/A	N/A	N/A	N/A	N/A

Tennessee Motor Vehicle Commission

The requirement for a license is established by TCA Title 55 Chapter 17.

This board issues seven (7) types of licenses:

1. Motor Vehicle Salesperson

- License fee: \$35.
- Renewal fee: \$35 every two (2) years.
- There are no general education requirements.
- Rule 0960-01-.26 states that an individual may not hold a motor vehicle salesperson's license for more than one (1) motor vehicle dealer at any time.
- There is no exam requirement.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

2. Motor Vehicle Dealer

- License fee: \$400.
- Renewal fee: \$400 every two (2) years.
- There are no general education requirements.
- There is no exam requirement.
- Rule 0960-01-.08 requires applicants:
 - To provide the Commission, and keep current, the names of any inventory financiers, i.e. "floor planners" used by the dealership; and
 - To provide to the Commission a compiled financial statement indicating a minimum net worth of at least ten thousand dollars (\$10,000.00).
- Rule 0690-01-.25 requires that dealers obtain and hold a current city and county business license.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- Rule 0960-01-.15 requires that an applicant have comprehensive garage liability insurance, which covers all premises and operations as listed in the application for license, in a minimum amount of coverage of three hundred thousand dollars (\$300,000) per occurrence.
- There is a requirement set by §TCA 57-17-111 (g) that a dealer have a surety bond in the amount of at least fifty thousand dollars (\$50,000) in force.

- There is no process to achieve Retirement/Inactive status in the Rules.

3. Manufacturer, Distributor, Factory Branch or Distributor Branch

- License fee: \$1600.
- Renewal fee: \$1600 every two (2) years.
- License fee for each manufacturer or distributor: \$50 per franchised dealer.
- There are no general education requirements.
- There is no exam requirement.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

4. Factory Representative or Distributor Representative

- License fee: \$400.
- Renewal fee: \$400 every two (2) years.
- There are no general education requirements.
- There is no exam requirement.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

5. Automotive Dismantler and Recycler

- License fee: \$400.
- Renewal fee is \$400 every two (2) years.
- There are no general education requirements.
- There is no exam requirement.
- Rule 0690-2-.02 requires that dealers obtain and hold a current city and county business license.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- Rule 0960-2-.03 requires the applicant to have garage liability or general liability insurance and automobile liability insurance in a minimum amount of coverage of two hundred fifty thousand dollars (\$250,000).

- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

6. Automobile Auction

- License fee for each auction: \$800.
- There are no general education requirements.
- There is no exam requirement.
- Rule 0960-01-.08 requires applicants:
 - To provide the Commission, and keep current, the names of any inventory financiers, i.e. “floor planners” used by the dealership; and
 - To provide to the Commission a compiled financial statement indicating a minimum net worth of at least ten thousand dollars (\$10,000.00).
- Rule 0690-01-.25 requires that dealers obtain and hold a current city and county business license.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- Rule 0960-01-.15 requires that an applicant have comprehensive garage liability insurance, which covers all premises and operations as listed in the application for license, in a minimum amount of coverage of three hundred thousand dollars (\$300,000) per occurrence.
- Rule 0960-01-.16 further requires that each auction have garage keepers’ legal liability insurance in an amount not less than five hundred thousand dollars (\$500,000) and check and title insurance approved by the commission.
- There is a requirement set by §TCA 57-17-111 (d) that each automobile auction or branch thereof must submit with its application a corporate surety bond in the amount of fifty thousand dollars (\$50,000) on forms provided by the commission. Every bond shall provide for suit thereon by any person, including the state, who has a cause of action under this chapter. Every bond shall also provide that no suit may be maintained to enforce any liability on the bond unless brought within two (2) years after the event giving rise to the cause of action.
- There is no process to achieve Retirement/Inactive status in the Rules.

7. Automotive Mobility Dealer

- License fee: \$400.
- Renewal fee is \$400 every two (2) years.
- There are no general education requirements.
- There is no exam requirement.
- Rule 0960-05-.08 requires applicants:

- To provide the Commission, and keep current, the names of any inventory financiers, i.e. “floor planners” used by the dealership; and
 - To provide to the Commission a compiled financial statement indicating a minimum net worth of at least fifty thousand dollars (\$50,000.00).
- Rule 0690-05-.02 requires that dealers obtain and hold a current city and county business license.
- There is no age requirement.
- There is no continuing education requirement.
- There is no fingerprinting/background check requirement.
- Rule 0960-05-.03 requires that an applicant have comprehensive garage liability insurance, which covers all premises and operations as listed in the application for license, in a minimum amount of coverage of five hundred thousand dollars (\$500,000) per occurrence.
- There is no bond requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

Tennessee Peace Officer Standards and Training Commission

This Commission is established by TCA Title 38 Chapter 8 Part 1.

This Commission issues five (5) types of Certifications:

1. Certified Officer

- Application Fee: N/A.
- Renewal fee: N/A.
- TCA § 38-8-106 requires that any person employed as a full-time police officer, and any person employed or utilized as a part-time, temporary, reserve or auxiliary police officer or as a special deputy, shall:
 - Be at least eighteen (18) years of age;
 - Be a citizen of the United States, or a permanent legal resident of the United States who is an honorably discharged veteran of the United States armed forces pursuant to § 38-8-105(d);
 - Be a high school graduate or possess its equivalent, which shall include a general educational development (GED(R)) certificate;
 - Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, controlled substances or controlled substance analogues;
 - Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
 - Have the person's fingerprints on file with the Tennessee bureau of investigation;
 - Have passed a physical examination by a licensed physician or a nurse practitioner or physician assistant, so long as the task is expressly included in the written protocol developed jointly by the supervising physician and the nurse practitioner or physician assistant, whichever is applicable, setting forth the range of services that may be performed by the nurse practitioner or physician assistant;
 - Have a good moral character as determined by a thorough investigation conducted by the employing agency; and
 - Have been certified by a Tennessee licensed health care provider qualified in the psychiatric or psychological field as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the applicant's ability

to perform an essential function of the job, with or without a reasonable accommodation.

- Rule 1110-02-.03 sets the training requirements:
 - Any officer seeking certification under these rules who conforms to pre-employment requirements shall, within six months of initial employment as a law enforcement officer, satisfactorily complete the Basic Law Enforcement Course as established in accordance with these rules. During this initial six-month period prior to attending the Basic Law Enforcement Course, the recruit must be paired with a Field Training Officer or other certified senior officer.
- Rule 1110-04-.01 states that a certified officer must complete forty (40) hours of in service training each calendar year:
 - All full-time commissioned certified officers except those having attended the Basic Law Enforcement School within the calendar year must participate in a POST approved forty (40) hour in-service training session each calendar year. Only certified officers who successfully complete the forty (40) hour in-service training session are eligible to receive supplement pay provided their agency is in compliance with minimum standards. Sheriffs are not required to participate in annual in-service training, however, sheriffs must complete a forty-hour annual in-service to be eligible for salary supplement income under the provision of T.C.A. §38-8-111.
- Rule 1110-04-.02 states that each in-service training session must include firearms training requalification with service handgun and any other firearm authorized by Department; at least eight (8) hours in duration. Each trainee must score at least seventy-five percent (75%) to qualify.
- As stated above, applicants must be at least 18 years of age.
- As state above there is a fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

2. Certified Part-Time/Temporary/Auxiliary Law Enforcement Officer or Special Deputy

- Application Fee: N/A.
- Renewal fee: N/A.
- TCA § 38-8-106 requires that any person employed as a full-time police officer, and any person employed or utilized as a part-time, temporary, reserve or auxiliary police officer or as a special deputy, shall:
 - Be at least eighteen (18) years of age;

- Be a citizen of the United States, or a permanent legal resident of the United States who is an honorably discharged veteran of the United States armed forces pursuant to § 38-8-105(d);
- Be a high school graduate or possess its equivalent, which shall include a general educational development (GED(R)) certificate;
- Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, controlled substances or controlled substance analogues;
- Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
- Have the person's fingerprints on file with the Tennessee bureau of investigation;
- Have passed a physical examination by a licensed physician or a nurse practitioner or physician assistant, so long as the task is expressly included in the written protocol developed jointly by the supervising physician and the nurse practitioner or physician assistant, whichever is applicable, setting forth the range of services that may be performed by the nurse practitioner or physician assistant;
- Have a good moral character as determined by a thorough investigation conducted by the employing agency; and
- Have been certified by a Tennessee licensed health care provider qualified in the psychiatric or psychological field as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the applicant's ability to perform an essential function of the job, with or without a reasonable accommodation.
- Rule 1110-08-.03 sets the training requirements:
 - Any person newly employed/utilized as a part-time/temporary/reserve/auxiliary law enforcement officer or special deputy shall receive eighty (80) hours of training in whatever duties they are required to perform by the employing agency. This training shall be accomplished during the first calendar year of employment.
 - During this initial period, prior to receiving eighty (80) hours of training, the part-time/temporary/reserve/auxiliary law enforcement officer must be paired with a field training officer or other certified officer. Any part-time/temporary/reserve/auxiliary law enforcement officer who is hired within five years of having served as a full-time, certified law enforcement officer will continue to be exempt from the requirement

that he/she be paired with a full-time, certified officer as long as he/she completes in-service training each year and has no break in service.

- Rule 1110-08-.04 states that after the initial training has been completed, all part-time/temporary/reserve/auxiliary law enforcement officers and special deputies will be required to attend forty (40) hours of in-service training each calendar year. This training may be spread over a twelve (12) month period; however, it must be completed during the calendar year.
- Rule 1110-04-.02 states that each in-service training session must include firearms training requalification with service handgun and any other firearm authorized by Department; at least eight (8) hours in duration. Each trainee must score at least seventy-five percent (75%) to qualify.
- As stated above, applicants must be at least 18 years of age.
- As state above there is a fingerprinting/background check requirement.
- There is no proof of insurance requirement.
- There is no process to achieve Retirement/Inactive status in the Rules.

3. Certified General Law Enforcement Instructor

- General Police Instructor Certification is limited to officers employed full-time by a department presenting a Basic Law Enforcement School.
- Rule 1110-03-.03 sets the requirements:
 - An applicant shall have at least four (4) years of experience as a full-time sworn law enforcement officer. One (1) year of college credit may be substituted for one (1) year of law enforcement experience, and must be in the criminal justice area, but shall not exceed two (2) years of substitution.
 - An applicant shall successfully complete a forty (40) hour instructor development program approved by the Commission.
 - All full-time Law Enforcement Instructors who were so employed, appointed, or designated prior to January 1, 1985, must successfully complete the program before January 1, 1986. All full-time or part-time Law Enforcement Instructors employed, appointed, or designated on or after January 1, 1985, must successfully complete the program within twelve (12) months of their assignment.
 - An applicant shall be a POST Certified Officer or possess the equivalent in state or federal law enforcement experience.
 - Any exceptions to the above rules for subject matter experts shall be approved by the Commission; however, any General Law Enforcement Instructor on (the effective date of this amendment) shall be not be required to be a POST Certified Officer or possess the equivalent in state or federal law enforcement experience.

- Rule 1110-03-.07 states that an instructor's certification becomes inactive if the holder of the certification does not instruct, within a two (2) year period, in a Commission approved course. Inactive certification may be reactivated upon written request and proof of instruction. The General and General Departmental Instructor Certification shall be placed in an inactive status upon termination from the agency requesting the certification.

4. Certified Specialized Law Enforcement Instructor

- This certification shall be limited to those training officers designated as the General Departmental Instructor for their department. Departments are not limited to one training officer; however, one training officer from each department shall be designated as a General Departmental Instructor and is exempt from the written forty-hour in-service training test. The training officer designated as the General Departmental Instructor may also attend a POST workshop training session each calendar year.
- Rule 1110-03-.03 sets the requirements:
 - An applicant shall have at least five (5) years of experience as a full-time sworn law enforcement officer; or, equivalent combination of education and experience as determined by the appointing authority.
 - An applicant shall successfully complete a forty (40) hour instructor development program and/or any equivalent combination of education and experience as determined by the appointing authority and approved by the Commission.
 - An applicant must have successfully completed a minimum of forty (40) hours of certified training in the specialized area having been approved by the POST Commission as requested by appointing authority.
 - Any exceptions to the above rules shall be approved by the Commission.
- Rule 1110-03-.07 states that an instructor's certification becomes inactive if the holder of the certification does not instruct, within a two (2) year period, in a Commission approved course. Inactive certification may be reactivated upon written request and proof of instruction. The General and General Departmental Instructor Certification shall be placed in an inactive status upon termination from the agency requesting the certification.

5. Certified Private Firearms Instructor

- Certification fee: \$10.
- Rule 1110-10-.02 sets the requirements:
 - An applicant shall have at least five (5) years of experience as a full-time sworn law enforcement officer; or, equivalent combination of education and experience as determined by the Commission.

- An applicant shall successfully complete a forty (40) hour instructor development program and/or any equivalent combination of education and experience as determined by the Commission.
 - An applicant must have successfully completed a minimum of forty (40) hours of certified training in the specialized area having been approved by the POST Commission.
 - Any exceptions to the above rules shall be approved by the Commission.
- Rule 1110-10-.02 also states that an instructor's certification becomes inactive if the holder of the certification does not instruct, within a two (2) year period. Inactive certification may be reactivated upon written request and proof of instruction.

